



**California Polytechnic State University**  
**San Luis Obispo, CA**  
**Motor Vehicle, Parking, Scooter & Bicycle Regulations**  
**Revised September 19, 2019**  
**Authority and Purpose**

In accordance with Section 21113 of the California Vehicle Code and Section 40203.5, of Title 5 of the California Administrative Code, the administration of California Polytechnic State University, San Luis Obispo, CA hereby gives notice that the following regulations will be enforced on this campus. Henceforth "California Vehicle Code" will be referred to as "CVC".

**This document can be located at [parking.calpoly.edu](http://parking.calpoly.edu) or at Cal Poly Public Safety, Building 36.**

The purposes of these regulations are to:

- Expedite university business and provide maximum safety and convenience
- Regulate parking with priority given to services of the university
- Provide and maintain suitable campus parking and traffic facilities

### **Section 1: Definitions**

1.1 The concept of "pay for parking" on campuses of The California State University is at the direction of the State Legislature and is based on the knowledge that parking facilities must be paid for by the user. The money collected for parking permits reimburses the state for costs of constructing and operating parking facilities. Enforcement of parking regulations is the direct responsibility of the university.

1.2 Campus is defined as all property owned, leased, and/or controlled by California Polytechnic State University (Cal Poly) which is, or may hereafter be dedicated mainly to the educational, research, housing, recreational, parking or other activities of the university.

1.2.1 Hours of Permit Enforcement – Unless otherwise indicated in this section, all permit regulations are enforced Monday through Thursday, 7:00 a.m. to 10:00 p.m., Friday, quarter breaks and summer quarter, 7:00 a.m. to 5:00 p.m. All other regulations are enforced twenty four (24) hours a day, seven (7) days a week. All resident areas are enforced twenty four (24) hours a day, seven (7) days a week.

1.3 Parking on campus is pay to park, where authorization is required either by purchase of a permit, payment through ParkMobile or payment of metered parking spaces. This policy applies to the entire campus, which includes all outlying areas.

1.4 Cal Poly provides parking for a fee in the following classifications:

1.4.1 Staff – For the purpose of these regulations, "Staff" includes all faculty, administrative and professional employees, temporary employees, other support personnel employed by the University, and the personnel of other entities located on campus. Student and graduate assistants are not considered staff members. Staff may purchase staff parking permits for their own use, which authorizes parking in staff lots, spaces, staff loading zones, and commuter parking spaces.

1.4.2 Commuter Students – Any student who does not live on campus. Commuter students may only purchase designated commuter parking permits. Signs located within or at entrances to parking areas indicate commuter parking regulations.

1.4.3 Resident Students – Any student living on campus in a residence hall or apartment. Parking permit assignment will be determined by housing assignment and is subject to change. Student residents may only park in their assigned resident parking area or lot. Residents are not allowed to purchase or use any other type of permit.

1.4.3.1 First-Year Resident Students– First-Year residents are not allowed to bring vehicles to campus or purchase any type of permit without being granted an exemption or authorization prior to their arrival.

1.4.4 Visitors – See section 2.

1.4.5 Motorcycles – Any two-wheeled or three-wheeled motor vehicle as defined by these regulations and the CVC.

1.5 Disabled Parking – A parking zone identified with a sign bearing the international disability symbol is restricted at all times for use by vehicles displaying a valid Department of Motor Vehicles (DMV) issued placard or license plates, and a Cal Poly parking permit or complimentary disabled visitor pass (See Section 8).

1.6 Meaning of 24/7– Parking stalls marked with “24/7” mean that they are enforced twenty four (24) hours a day, seven (7) days a week.

1.7 Academic Holiday – Parking permits are required year-round including academic holidays and quarterly breaks.

1.8 Campus Holiday – Parking permits are not required on days designated as a campus holiday in which campus is closed.

## **Section 2: Visitor and Sponsored Guest Parking**

2.1 Visitor Parking - Persons who are not staff or matriculated students and who only visit the campus on an occasional basis, not to exceed a week unless authorized by the Transportation & Parking Services. Visitors may purchase short term permits or may be sponsored by a campus department or affiliated club. California Exempt (“E” plates) or federal government vehicles on campus for official business do not require a permit.

2.1.1 Visitors may utilize metered zones or may purchase short term parking permits and utilize commuter parking areas only. Short term parking is available in H1, H15, K1, G2 or other short term or metered lots.

2.1.2 Disabled Visitors – See Section 8.

2.1.3 Resident Visitors – Visitors to a campus resident may purchase a short term Resident Permit for overnight parking. Valid parking location for resident visitors are in any resident space.

2.2 Sponsored Guest Defined – "Sponsored Guest" is defined as any individual invited to Cal Poly whose parking fee has been sponsored by a university entity in advance by a college or department. Departments are not to exceed ten sponsored guest uses per day.

2.2.1 Sponsored Guest parking permits will be honored in designated sponsored guest, commuter or staff spaces.

2.2.2 Sponsored Guest parking permits are not valid in metered spaces, residential spaces, state vehicle spaces, and disabled spaces unless the appropriate DMV disabled placard or plates are displayed.

2.2.3 Any vehicle that is registered to or in use by any Cal Poly employee or currently enrolled student are not entitled to the use of Sponsored Guest parking permits and will be issued a notice of parking violation if found displaying such a permit.

2.2.4 Any valid Cal Poly permit is honored in sponsored guest spaces after 5:00 p.m., weekends and holidays.

### **Section 3: Staff Parking**

3.1 Staff Parking Designations – Areas designated for those individuals with staff permits are identified by a sign or signs posted at the entrance to the parking area, marked wheel stops, pavement or curb markings with the word "staff" stenciled at the space.

3.1.1 Unauthorized Use of Staff Parking Zones – Commuter, Conference, Event and Resident permits are not valid in staff parking areas before 5:00 p.m.

3.2 Off-Duty Faculty/Staff Permits – Complimentary Off-Duty Faculty/Staff parking permits are available for faculty and staff who are on leave from Cal Poly, or otherwise on "zero" pay status during a specific academic quarter or quarters. These employees must purchase a staff parking permit on or before the date they return to active status. See Section 1.4.1 for staff definitions.

3.3 Staff Carpool – To utilize marked carpool spaces a Cal Poly Carpool permit and staff parking permit must be displayed. After 10:00 a.m., all valid staff parking permits will be honored in these designated spaces. Registered carpoolers must arrive on campus together to be eligible for this privilege.

### **Section 4: Resident Student Parking**

4.1 Resident Parking - Student residents must park within their assigned residential parking area. Resident Permits are not valid in the Grand Avenue Parking Structure adjacent to the Performing Arts Center at any time. Residents do not have authorization to purchase or use any other type of permit on campus.

4.1.1 First-Year Resident Student– First-Year residents are not allowed to purchase ANY permit. First-Year residents who purchase a parking permit without prior authorization will be found in violation and are subject to citation.

4.1.2 Resident Visitor Parking – Reference section 2.1 for visitor parking information.

4.2 Continuing and Transfer Resident Student – Continuing and transfer residents may only purchase resident parking permits.

4.3 Use of Non-Resident Lots – Unless otherwise noted on signs or marked on wheel stops or curbs, Resident permits are honored in Commuter, Staff and Sponsored Guest spaces after 5:00 p.m. to 7:00 a.m.

Restrictions include the following:

- Residents are not allowed in the Grand Avenue parking structure at any time
- Residents are not valid in any staff spaces marked 24/7

- Resident permits are not honored in metered spaces. Payment of metered space is required

4.4 Unauthorized Use of Resident Parking – Commuter, Conference, Sponsored Guests, Staff, and Vendor permits are not valid in resident lots with the exception of Academic Holidays and Campus Holidays.

4.5 Vehicle Restriction - Resident Students are limited to (1) one authorized full-sized vehicle on campus at a time (CPSU CODE 13.7).

### **Section 5: Emeritus Parking**

5.1 Emeritus Defined – An "Emeritus", for the purpose of campus parking regulations, is any faculty or staff person, including employees of Cal Poly's official auxiliary organizations, who meets the required criteria of a minimum of 10 full-time equivalent years of meritorious service at Cal Poly. (Campus Administrative Policy, Chapter 5 - Employee Benefits, Section 550.1).

5.1.1 Emeritus Parking Permits – Emeritus permits are honored in Staff, Commuter, Sponsored Guest, limited time zones (posted time limit only), and staff loading zones (posted time limit only). Emeritus permits are not honored in metered spaces, disabled spaces (unless a DMV disabled placard or plates are displayed), state vehicle zones, and passenger loading zones.

5.1.2 Unauthorized Use of Emeritus Permits – Emeritus permits are not transferable and are valid only for use by the Emeritus employee.

5.1.4 Rehired Annuitant – Returning to serve in a temporary appointment, a rehired annuitant is eligible to purchase a staff parking permit. If employee held emeritus parking privileges as defined above, the emeritus permit will be suspended for the duration of the temporary assignment.

### **Section 6: Executive Parking**

6.1 Executive Parking is designed to assist Cal Poly executives by allowing limited privileged parking on campus. This arrangement benefits Cal Poly by accommodating those individuals with tightly scheduled University business trips on and off campus that would otherwise impede their duties.

6.1.1 Non-transferrable - Executive Permits cannot be loaned or transferred to any other guest, visitor, student staff or faculty member. Vehicles found using an Executive Permit without authorization may be subject to citation and tow.

6.2 Use of Executive Parking – The Executive Permit is to be used only in cases where staff parking is not readily available within reasonably close proximity to the driver's destination.

6.3 Staff Permit – A long term Staff parking permit must be paid annually or via payroll deduction for the Executive Permit to be valid.

6.4 Executive Parking Zones – Executive Permit holders may utilize the following zones: Staff, Commuter, Sponsored Guest and Executive parking spaces. Meters, Limited-time staff loading and limited-time zones may be utilized for the posted time period only.

6.5 Unauthorized Zones/Executive Permit – An Executive Permit is not valid in lot A-1 without prior authorization, residential student lots, state vehicle spaces (yellow zones), red zones, non-designated spaces (outside of painted lines or zones), disabled spaces (without a DMV disabled placard or plates), passenger loading zones (white curbed areas).

## **Section 7: Contractor and Vendor Parking**

7.1 Contractor and Vendor Defined – Any individual not permanently employed by Cal Poly who is contracted to perform a service for the university or any agent of the university (i.e. building project, computer servicing or programming, etc.) or, any employee of a private business which maintains an office or offices on University property, must purchase the appropriate parking permit if they wish to park on campus.

7.1.1 Vendor Parking – Vendors who purchase vendor parking permits may park in Commuter, Staff, and Staff Loading Zones (for the posted time limit). Vendor permits are not valid in meters, Sponsored Guest, State Vehicle Zones (unless prior authorization is received from Transportation and Parking Services), in resident parking lots and structures, undesignated spaces and Disabled Zones (unless displaying DMV disabled placard or license plates).

## **Section 8: Disabled Parking**

### **8.1 Parking for Persons with Disabilities**

8.1.1 Visitors with Disabilities - In accordance with Education Code 67301(b), visitors of Cal Poly displaying a valid disabled placard or license plates issued by the DMV are required to obtain a

complimentary Disabled Parking Permit. Placard owner must be present and be prepared to show a valid Disabled Registration form and identification.

8.1.2 Students and Staff with Disabilities – In accordance with Title 5, CCR 42200 (c), campus parking regulations do not permit complimentary parking for matriculated students or employees. Staff, faculty and student vehicles must display a valid Cal Poly parking permit along with the DMV issued disabled placard or license plates when parking in authorized disabled spaces.

8.1.3 Temporary Medical Permits – Temporary Medical permits are available to students with short-term medical needs to facilitate movement from one area of the campus to the other during the length of their need for accommodation. Authorization for these permits must be processed through the Disability Resource Center (DRC). Temporary Medical permits are valid in Commuter and Staff parking zones only. In conjunction with a Temporary Medical permit, a Commuter or Resident permit must be displayed. Temporary Medical permits are not valid in Resident spaces, Disabled spaces, Sponsored Guest spaces, and Limited Time Zones over the posted time limit or in metered spaces without paying the meter rate or the corresponding permit.

8.2 Event Parking - Persons with a disability placard will be charged the current event parking fee when utilizing an event lot.

8.3 Parking Spaces for Persons with Disabilities – In compliance with state law and the American Disabilities Act, a number of parking spaces have been designated for use by disabled individuals only. These spaces are readily identifiable by a blue curb marking and a mounted sign with the international physical disabled logo. Disabled placards and/or license plates are honored in Staff, Commuter, Sponsored Guest and Disabled Spaces.

8.3.1 Metered Spaces for Persons with Disabilities - Individuals with disabilities choosing to utilize the parking meters on campus must display their valid disabled placard or license plate and either pay the metered rate or display a valid parking permit or Complimentary Disabled Parking Permit.

## **Section 9: Commuter Student Parking**

9.1 Commuter Student Defined – A commuter student is defined as any matriculated student that does not live on campus. Cal Poly Loft students are commuter students. Commuter students also include individuals working towards completion of a senior project or in progress

to officially withdraw from the current academic quarter. Staff and faculty who are enrolled in coursework are not considered students.

9.2 Commuter Permits - Short term and long term commuter permits are valid in specified locations Monday through Friday from 7:00 a.m. to 5:00 p.m.

9.3 Evening Parking – Unless otherwise noted on signs or marked on wheel stops or curbs, commuter permits are honored in Sponsored Guest and Staff zones after 5:00 p.m., Monday through Friday including breaks, weekends, and holidays.

## **Section 10: Event Parking**

10.1 Event Defined - Any program held on campus where reserved or specialized parking for attendees is requested, the size, location, time and date of the activity has the potential to impact the traffic flow and/or access to the campus, or the activity poses a potential liability to the university as determined by Transportation and Parking Services.

10.4 Event Permits – Event permits will be required seven (7) days a week for any vehicle wishing to park within a designated event lot.

10.5 Display of Event Parking Permit – Vehicles that enter a designated event parking area are required to display a valid Event Parking permit on the left-hand side of the vehicle’s dashboard.

10.6 Event Staff– In accordance with CVC Section 21100.3, it is unlawful to willfully disobey the lawful order, signal, or direction of any Traffic Officer or attendant staffing the event parking area. In accordance with Transportation and Parking Services Code 14.5, failure to obey event staff directions may result in criminal prosecution.

## **Section 11: Motorcycle Parking**

11.1 Motorcycle Defined – Any motor vehicle having a seat or saddle for the use of the rider, designed to travel on not more than three wheels in contact with the ground.

11.1.1 A motorized bicycle or moped (gas powered), must have pedals and automatic transmission and does not exceed 30 MPH. It does not require a parking permit and must park as a bicycle.



11.2 Motorcycle Parking – Motorcycles may park within one designated motorcycle parking space, or within one metered parking space.

11.3 Traffic Regulations – Two–wheel and three–wheel motor vehicles are permitted to circulate within the campus on paved public roadways only and are not allowed in designated bicycle lanes.

11.4 Off-Road Travel – Two–wheel and three–wheel motor vehicles are not allowed to hill-climb or trail-ride on Cal Poly property, except for approved special events.

11.5 Motorized Scooters – Refer to Bicycle Regulations Section 20.9

## **Section 12: Parking Permits – Ownership and Use**

12.1 Permits – Parking Permits are the sole property of Cal Poly. They may be used only by the registered permit holder(s) and may not be sold or transferred. Use by anyone other than the registered permit holder(s) may be considered fraud or theft of services.

12.2 Multiple Vehicles – Multiple vehicles, including motorcycles, may share a permit. If multiple vehicles with the shared permit are on campus at the same time, additional parking permission must be purchased for the additional vehicle.

12.3 Anyone who intentionally gives false information to receive a parking permit or transportation benefit, or uses a lost, stolen, forged, altered, or counterfeited permit may lose his or her right to hold a parking permit or receive any other transportation benefit for a period to be determined by Transportation & Parking Services.

12.4 Display of Permit – Any vehicle parked on campus must have a valid permit displayed on the dashboard or a virtual permission or permit authorizing the vehicle for the space it occupies.

## **Section 13: Parking Regulations**

13.1 Color Markings and Posted Signs

13.2 Dark Green Curb with White Stenciling – Limited-time zones or metered zones as indicated

13.2.1 Yellow Green Curb with White Stenciling – Sponsored Guest parking

13.2.2 Black Stencil on white curb or white stencil on brown curb with stenciling indicating Staff – Staff parking only. Temporary Medical permits, Vendor permits, and Sponsored Guest permits are also honored in Staff parking areas.

13.2.3 Blue Curb with White Stenciling – Disabled Parking. It is unlawful for any person to stop, park or leave standing any vehicle in a stall or space designated for persons with disabilities unless the vehicle displays either a special identification license plate or a distinguishing placard issued by the DMV. (C.V.C. 22507.8(a)).

13.2.4 Blue Zone – Disabled Loading and Accessibility – No person shall stop, park, or leave standing any vehicle in any area of the pavement adjacent to a parking stall or space designated for persons with disabilities that is marked by crosshatched lines and is designated for the loading and unloading of vehicles parked in the stall or space (C.V.C. 22507.8(c)).

13.2.5 Red Zone Wheelchair Access – No person shall stop, park, or leave standing any vehicle whether attended or unattended in front of a curb which has been cut down, lowered, or constructed to provide wheelchair accessibility to the sidewalk and which is designated for wheelchair access by either a sign or red paint on the curb (C.V.C. 22500).

13.2.6 Red Zone Designated Access Ramps – No person shall park a vehicle within three feet of any sidewalk access ramp constructed adjacent to a crosswalk so as to be accessible and usable by the physically disabled if the area adjoining the ramp is designated by either a sign or red paint (C.V.C. 22522).

13.2.8 Red Zone Fire Lanes – No person shall stop, park, or leave standing any vehicle, whether attended or unattended, at any curb, or in any location designated as a fire lane. The designation shall be indicated (1) by a sign posted immediately adjacent to and visible from the designated place; (2) by outlining or painting in red with the words "FIRE LANE" stenciled in white; or (3) by a red curb or red paint on the edge of the roadway with the words "FIRE LANE" stenciled in white (C.V.C. 22500.1).

13.2.9 No Parking Zones – No parking or stopping anytime. These areas will be posted with “No Parking” or “No parking or Stopping” signs. (CVC 21113(a)). Enforced twenty four (24) hours a day, seven (7) days a week.

13.2.10 Red Curb or Red Crosshatched Lines – No Parking. Enforced twenty four (24) hours a day/ seven (7) days a week.

13.2.11 White Curb Passenger Loading – Passenger loading and unloading only

13.2.12 Staff Short Term Parking – Staff short term parking is indicated with a sign or curb marked “Staff 30 Minute”. The limited time portion of these spaces is enforced twenty four (24) hours a day, seven (7) days a week.

13.2.13 White Zone Electric Vehicle (EV) Charging enforced twenty four (24) hours a day, seven (7) days a week. A valid parking permit is required during enforcement hours.

### 13.3 Use and Enforcement of Yellow and White Zones

13.3.1 Yellow Zones – Parking other than by University Service Vehicles is not permitted in any yellow zone, twenty four (24) hours a day, seven (7) days a week. 13.3.2 White Zones Passenger Loading – Passenger loading zones are provided for loading and unloading of passengers only and are enforced twenty four (24) hours a day, seven (7) days a week. Vehicles utilizing these zones must have an able driver in the vehicle at all times. The maximum time allowed for any vehicle to occupy a passenger loading zone is ten (10) minutes.

For passenger loading zones situated adjacent to campus childcare facilities, vehicles may be left unattended when displaying an authorized on-campus Childcare Facility permit (issued by the individual childcare facility). Childcare Facility permit will not be honored in other areas of the campus, nor will they be honored when the driver is not actively picking up or dropping off a child.

13.3.3 White Zones Staff & Faculty Loading – Staff loading zones are provided for Staff and Faculty who are temporarily unloading or loading equipment or materials. Maximum time allowed for any vehicle to occupy a staff loading zone is thirty (30) minutes and is enforced twenty four (24) hours a day, seven (7) days a week.

13.3.4 Specialized Parking – Parking identified by paint or signage reserved for exclusive or individual or department use.

13.4 Obstruction of Passageways/Roadway/Drive lane – Parking will not be permitted in any way that may obstruct a roadway, passageway or doorway of a building.

13.5 Obstruction of Fire Hydrant – Parking will not be permitted within fifteen (15) feet of any fire hydrant (C.V.C. 22514).

13.6 Direction of Vehicles Roadway – Vehicles parked on campus roadways must always comply with applicable sections of the CVC

13.8 Parking Designated Space – All vehicles must park within the lines of one designated parking space. Vehicles larger than one designated parking space must make parking

arrangements by contacting Transportation and Parking Services prior to arrival. Vehicles will be charged for each space they occupy.

13.9 Limited Time Zones – Limited time zones are intended for short term use. Each occasion that the time limit is exceeded is considered a separate violation of the parking regulations, and as such, a vehicle may receive multiple citations on a given day in the same space. Permits or active sessions are required in limited timed zones.

13.10 Outlying Areas of Campus – Parking permits are required when on any portion of university property.

13.11 Metered Parking – Metered parking spaces are available throughout campus and are intended for short-term use. Payment of metered rate is required of all vehicles utilizing these spaces. Each occasion the time limit is exceeded, it is considered a separate violation of the parking regulations, and as such, a vehicle may receive multiple citations on one day in the same metered space.

13.11.1 No Active Session Found – An active ParkMobile session must be paid while parked in a Short Term Limited Time Zone lot or in any metered space on campus in lieu of payment by coin.

13.12 Transit Zone – No vehicle shall stop or park at any time in a designated Transit zone. These zones include; Bus Zones (Temporary and Permanent) and Uber/LYFT/Taxi designated areas.

13.13 Health Center Patient Zone – Designated spaces at Campus Health & Wellbeing are for the use of patients. A health center pass (obtained from Campus Health & Wellbeing) must be displayed during posted time limits along with a valid Cal Poly parking permit. A valid Cal Poly parking permit is required during all permit enforcement hours.

13.14 Specialized Parking – Use of any reserved or specialized parking space or area without prior permission of the President or his designee may be subject to citation and tow.

## **Section 14: Traffic Regulations**

14.1 California Vehicle Code (CVC) – All state laws, including the CVC provisions, are enforced on the Cal Poly campus twenty four (24) hours a day, seven (7) days a week, including academic breaks and holidays.

14.2 Pedestrians – Except in situations where Cal Poly Police Department and/or Transportation and Parking Services representatives are controlling traffic flow or direction, pedestrians have the right-of-way but must use crosswalks and may not cross in unmarked areas.

14.3 Traffic Signs/Signals – It shall be unlawful for any driver to fail to obey any sign or signal erected or maintained to indicate and to carry out the provisions of this code or any other traffic regulations (C.V.C. 21461(a)). All stop signs and special road signs must be observed.

14.4 Traffic Control Devices – Barriers, barricades, fences or posts may be placed at any point and at any time to restrict traffic as may be deemed necessary for safety and convenience. The removal or moving of such barriers, barricades, fences or posts, except for emergency purposes, is forbidden without the express permission of Transportation and Parking Services (C.V.C. 21461(a)).

14.5 Traffic Officer – It is unlawful to fail to comply with any lawful order, signal or direction of any traffic officer or to refuse to submit to any lawful inspection (C.V.C. 21100.3).

14.6 Bicycle Lanes – Motor vehicles may not park, drive or stop for passengers in designated bicycle lanes (C.V.C. 21211(b)).

14.7 Circulation of Traffic – All motor vehicles must circulate within the main campus on paved motor vehicle roadways only. Motor vehicles are prohibited at all times on Via Carta Road between North and South Poly View Drive. Exceptions include Emergency Response Vehicles and Facilities Services Vehicles.

14.8 Speed Limit on Campus – Unless otherwise posted, the maximum speed limit is 25 miles per hour on all campus roadways.

14.9 Motor vehicle traffic is not allowed on Poly View Drive from 10 minutes before the hour until 10 minutes after the hour (Passing Time). Traffic flow is restricted to one way traffic. Exceptions include:

1. Disability Resource Center vehicles
2. Emergency response vehicles
3. Other authorized vehicles

## **Section 15: Enforcement**

15.1 Unauthorized Parking/Violation of Parking Regulations – Vehicles found to be parked in violation of any campus parking regulation(s) or parked in violation of any section or sections of the CVC will be issued a Notice of Parking Violation (citation) by a representative of Transportation and Parking Services.

15.2 Campus Posting of Tow Away Vehicles parking illegally may be towed away at owner's expense. Vehicle Code Section 22659."

15.3 Unattended Vehicles – Any vehicle left standing on any highway, roadway or other property of the university in violation of posted provisions, or in violation of any provision of the California Vehicle Code, may be towed away and stored at the owner's expense (C.V.C. 22659).

15.4 Misuse/Illegal Possession of Permit – Any vehicle displaying a lost, stolen, forged or fictitious parking permit, or a permit obtained by means not permitted under the University Parking Regulations will be issued a Notice of Parking Violation and may be towed away at the owner's expense. It is unlawful to use a permit previously reported lost or stolen. 15.5 Impound by Wheel Lock or Towing – As authorized in CVC Sections 22651(i)(1) and 22651.7: Any vehicle, other than a rented vehicle, found upon a highway or public lands and it is known that the vehicle has been issued five(5) or more Notices of Parking Violations (citations) to which the owner or person in control of the vehicle has not responded within twenty one (21) calendar days of citation issuance or fourteen (14) calendar days from the Notice of Delinquency may be impounded by immobilization (wheel lock) or towing until that person furnishes to the impounding law enforcement agency evidence of his or her identity and an address within this state at which he or she can be located and satisfactory evidence that the fines have been deposited for all Notices of Parking Violations issued for the vehicle. Immobilized or towed vehicles will only be released during Cal Poly Police Department business hours to a licensed driver with current DMV registration paid, and authorization from the registered owner.

15.6 Towing – Any vehicle may be removed/towed away from the campus at the vehicle owner's expense at any time if found violating CPSU or CVC regulations. The removal will be requested by any representative of the Cal Poly Police Department. An administrative fee will be charged for all immobilized or towed vehicles.

15.7 Towing/Cancellation – When any vehicle is in the process of being towed from the university using an applicable towing authority section of the CVC other than 22651(i) and the driver of the vehicle arrives on scene, a Notice of Parking Violation (citation) will be issued and towing cancellation unless the towing service has arrived and initiated tow procedures by making physical contact with the vehicle. If the towing company has made physical contact with the vehicle, arrangement for towing fees is subject to agreement between the driver of the vehicle in question and the towing service. If the vehicle is being towed for a violation of Section 22651(i), cancellation of tow will not be made unless the driver has immediate means by which they can pay all applicable outstanding parking citations on file with Transportation and Parking Services.

15.8 Fine Schedule for Cal Poly Parking Citations – A schedule of fines is available online and made available at Transportation and Parking Services, Building 36.

## **Section 16: Payment of Fines**

16.1 Payment of Fines – Parking citations may be paid by mail using envelope provided, online at [parking.calpoly.edu](http://parking.calpoly.edu) or at Transportation and Parking services in person.

16.1.1. Parking Citation Payment Plan-Parking citation payment plan is available pursuant to CSU Policy 4071.

16.2 Late Payment of Fines – If a citation is not paid or appealed within twenty one (21) calendar days from the date it was issued or fourteen (14) calendar days from the mailing of the notice of delinquency, fines will increase and your right to appeal will end. Failure to pay or successfully appeal a citation within the time limits imposed by the CVC will also result in a hold being placed on the vehicle registration with the Department of Motor Vehicles. Section 17: Citation Appeals

17.1 Appeal of Citation – Parking citation appeal forms may be requested in person, in writing or by telephone from Transportation and Parking Services, or obtained online at [parking.calpoly.edu](http://parking.calpoly.edu). Cal Poly follows the procedures for contesting parking violations as stated in the CVC, Section 40215.

17.2 Administrative Hearings – An administrative hearing to contest the results of the initial citation review must be requested within 21 days following the mailing of the appeal response. A request for an administrative hearing can be made in writing, in person or by phone. The person requesting a hearing shall have the choice of a hearing by mail or in person. In addition, the full amount of the parking penalty due must accompany the written request. Requests that do not meet the required deadline or include the full payment of the parking penalty will not be eligible for further review and the decision of the issuing officer will stand. The citation will be processed pursuant to CVC Section 40220(a).

17.2.1 Financial Hardship – In accordance with CVC 40215(b), a person may request a hearing without payment of the parking penalty upon satisfactory proof of inability to pay the amount due. If a waiver of the penalty required for deposit is requested due to a financial hardship, a Waiver of Penalty Deposit form must be completed and submitted with the request for an administrative hearing.

17.2.2 Location of Hearings (in person) – Hearings are held by appointment at the Cal Poly Police Department, Building 36. The person requesting a hearing must be present at or before

the appointed time. Documentation relating to the appeal (i.e. vehicle registration, permit information, placards, etc.) must be present at that time for consideration.

17.2.3 Notification of the Decision – Results of the hearing will be mailed to the address listed on the administrative hearing form within 15 days of the hearing date.

17.2.4 Failure to Appear – Failure to appear for the scheduled hearing as promised will result in forfeiture of penalty posted. If you decide to forfeit the posted penalty in lieu of appearance, please notify Transportation and Parking Services at least two (2) days before the scheduled appearance.

17.2.5 Rescheduling Administrative Hearings – Rescheduling requests will not be honored if less than twenty four (24) hour prior notice is given. If a hearing is not rescheduled within twenty four (24) hours, or when an appellant fails to appear as scheduled, a disposition will be entered with or without the appellant in attendance.

17.2.6 Contesting the Results of the Hearing Officer: The final determination of the hearing officer may be appealed to the San Luis Obispo Superior Court within twenty (20) days following the mailing date of the administrative hearing results. A filing fee must be deposited with the Superior Court prior to scheduling a hearing date. All necessary court documents may be obtained through the San Luis Obispo Superior Court, County Government Center, 1050 Monterey Street, Room 220, San Luis Obispo, CA, 93408.

## **Section 18: Storage, Repair and Car Wash Facilities**

18.1 Storage of Vehicles – Vehicles with valid permits may request long-term storage on University property or property under jurisdiction of the University under the following conditions: 1) The owner or authorized driver is currently enrolled and attending classes or is employed by the University; 2) Permission is received from Transportation and Parking Services; 3) no other vehicle on campus is in use by the driver of the vehicle and/or registered owner; and 4) extenuating circumstances exist.

18.2 Abandoned Vehicles – Abandoned vehicles or vehicles stored without proper permission for storage will be towed at the owner's expense after ten (10) days. Written notice from Transportation and Parking Services will be mailed to the registered owner of the vehicle in question.

18.3 Inoperative Vehicles – Any parking permit issued pursuant to campus regulations shall become invalid when the vehicle displaying the permit is determined to be inoperative by a



representative of Transportation and Parking Services. The following standard of in-operability shall be applied in any such determination:

A motor vehicle is inoperative if it cannot be moved under its own motor power and remains stationary in excess of ten (10) consecutive days. When a representative of Transportation and Parking Services determines a vehicle to be inoperative, the vehicle shall be deemed parked without a valid parking permit and shall be issued a Notice of Parking Violation (citation) on the same basis as any vehicle not bearing a permit. If, in the judgment of a Transportation and Parking Services representative, the vehicle is restored to an operative condition, a permit for the vehicle may be reissued.

18.4 Repair of Vehicles – No repair of private vehicles shall take place on the Cal Poly campus.

18.5 Car Washing – Washing of private vehicles on the Cal Poly campus is prohibited.

### **Section 19: Use of Motor Vehicles for Living or Human Habitation on Campus**

19.1 Human Habitation – No person shall use any motor vehicle in any area of the campus for the purpose of human habitation or camping without the express written permission of the University President or designee (Vice President for Administration & Finance). Human habitation includes one or more of the following activities: sleeping between the hours of 12:00 a.m. and 7:00 a.m., cooking or elimination of body waste.

### **Section 20: Bicycle Regulations**

20.1 Bicyclist Rights and Responsibilities – Every person riding a bicycle within the campus has all the rights and is subject to all obligations and responsibilities incumbent upon a driver of an automobile. In addition, CVC Sections 21200 through 21210 are incorporated within these regulations and are applicable to the campus.

20.2 Bicycle Prohibition – Bicycle riding is prohibited in the following areas:

1. On any portion of Poly View Drive. This is a Walk Your Bike Zone, violators are subject to citation
2. UU Plaza
3. On sidewalks
4. Outside of bicycle lanes where bicycle lanes are provided
5. ADA walkways, paths, or ramps
6. Bicycles are not to be ridden or parked inside buildings or stairways

20.4 Bicycle Storage and Parking – Unattended bicycles must always be securely locked in bicycle racks provided by the university. Bicycles shall not be parked where they impede pedestrian traffic or create a hazard (i.e., parked on lawn areas, sidewalks or secured to lampposts, landscaping, stairs, railings, etc.). Bicycles parked at any location on campus outside of a bicycle rack will be impounded and a fee will be charged prior to release.

20.5 Bicycle Lockers – Bicycle lockers are located at various locations on campus for use by students, staff and faculty. Storage of personal items other than bicycles is prohibited. Transportation and Parking Services reserves the right to inspect any bicycle locker without notice.

20.6 Bicycle Registration – Campus residents are required to register/license their bicycles Transportation and Parking Services. There is no charge for this service.

20.7 Impounded and Unclaimed Bicycles – Impounded or found bicycles which remain unclaimed for a period of sixty (60) days or more may be disposed of by Cal Poly. Transportation and Parking Services is not responsible for lost or damaged property.

20.8 Exemption – Bicycles used in the course of duty by Cal Poly Police Department enforcement personnel are exempt from the university bicycle regulations.

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20.11 Reserved parking is not provided in campus bicycle racks. Any locking device found abandoned and/or stored attached to a campus bicycle rack not directly securing a bicycle will be removed.

20.12 Posting for Removal – Bicycles may be removed when signs have been erected or placed at least twenty four (24) hours prior to the removal by Transportation and Parking Services.

## **Section 21: Skateboard Regulations**

21.1 Regulation – The use of skateboards, motorized skateboards, electrically motorized boards, scooters, motorized scooters, electrically motorized scooters, roller skates, roller

blades, coasters, motorized coasters, electrically motorized coasters or similar devices on the Cal Poly campus is prohibited.

21.2 Violations – Violations of the President’s order regarding skateboard, scooter, and coaster use on university property will be subject to citation and/or discipline as provided by Title 5 of the California Code of Regulations, Section 41301 – 41304.

21.3 Exemptions – Special events involving the use of skateboards, motorized skateboards, electrically motorized boards, scooters, motorized scooters, electrically motorized scooters, roller skates, roller blades, coasters, motorized coasters, electrically motorized coasters or similar devices which have been authorized by Student Life and Leadership and/or the Disability Resource Center and approved by the Cal Poly Police Department, are exempt from the above prohibition during the time of the event only.

## **Section 22: Use of Electric Vehicle Charging Spaces (EV)**

22.1 Purpose - EV charging stations are meant to be “top off” locations for commuters as it is expected that primary charging will happen at the vehicles place of residence.

22.2 Permit Requirement - All vehicles occupying an EV charging space must display a valid Cal Poly parking permit and are engaged in an active charging session. Vehicles parked and not displaying a valid Cal Poly parking permit are subject to a citation per CVC 21113(a). Vehicles parked and occupying the space without an active charging session are subject to a citation per CVC 21113(a).

22.3 Charging Fee - The fee to utilize the EV charging stations is based on campus kilowatt per hour rate for the first four (4) hours. To promote turnover of the spaces throughout the day, the charging fee increases to \$0.10 per minute after the first four (4) hours.

## **Section 23: Parking University Service Vehicles on Campus**

23.1 University Service Vehicle Defined - Any service related vehicle owned, leased or assigned and operated by Cal Poly, Cal Poly Corporation or Associated Students Inc. (ASI) that is used for the purpose of conducting service, maintenance or delivery.

University Service Vehicles may occupy any parking space, zone or any non-designated area for the purpose of conducting or providing services. Disabled spaces may not be used without displaying a DMV issued disabled placard. The use of Bus Zones and Fire Lanes by University Service Vehicles is prohibited at all times.

## **Section 24 – Power Carts**

24.1 Parking Regulations - When parking the power cart all university parking rules and regulations apply. As with all University Service Vehicles, parking is authorized in State Service, Staff, Commuter, Limited Time Zones and in meters. Parking in Red Zones, passenger loading, and disabled is not permitted at any time. The use of sidewalks, walkways, and campus plaza areas are only permitted in instances where adjacency to the worksite is required and does not otherwise obstruct ingress or egress.

## **Section 25: Emergency Vehicles**

25.1 With the exception of those regulations outlined in the CVC, Emergency Vehicles are exempt from the Cal Poly Motor Vehicle, Parking, and Bicycle Regulations. For the purpose of these regulations, an Emergency Vehicle is defined as any publicly owned two-wheeled, three-wheeled or full-sized vehicle used in response to emergency calls for fire or law enforcement or for the immediate preservation of life or property or any publicly owned vehicle that is engaged in law enforcement work whether or not said vehicle is responding to an emergency. All Cal Poly Police Department and Transportation and Parking Services vehicles are included in this section.