

# MILLS

## Mills College

### Parking and Transportation Regulations

Compiled by the Department of Public Safety

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## **Parking and Transportation Regulations**

Mills College has established the following regulations to govern parking and traffic movement on campus. These regulations are specifically designed to provide for the safe and orderly movement of traffic and better ensure pedestrian safety on campus. The Parking and Transportation regulations reflect the College's Campus Master Plan and are organized so that all users share in the costs of the parking system. Permission to park and operate a motor vehicle on Mills College property is a privilege subject to these regulations. This privilege is not a guarantee as to the location or availability of parking spaces. Mills College is private property and entry to campus is granted only to those persons who agree to comply with College rules and regulations and the lawful direction of campus authorities.

### **Objectives of parking and traffic regulations**

- To provide for the protection and safety of the Mills College Community by providing easy access at all times for emergency vehicles to the campus and its buildings
- To mitigate and minimize the impact of parking and traffic congestion on the academic mission of the College and on the surrounding community
- To comply with traffic reduction requirements mandated by the City of Oakland and the California Air Resources Board
- To organize parking and movement of vehicles on the Mills College campus in an efficient and safe manner

### **Public Safety staff authority**

The Board of Trustees of the College has delegated primary responsibility for the enforcement of College regulations, including all parking and traffic regulations, to the Director of Public Safety. Public Safety Officers, as duly appointed representatives of Mills College under the supervision of the Director of Public Safety have authority to enforce parking and traffic regulations on College property. The College reserves the right to revise these regulations, including schedules of fees, fines, and penalties at any time, without notice by posting the new or revised information on the Public Safety Website. Information on current permit fees may be obtained by calling the Department of Public Safety at x3151 or 510.430.3151 or by email at [parking@mills.edu](mailto:parking@mills.edu).

### **Transportation and parking services**

The Director of Public Safety, or his/her designee, and the Supervisor of Parking, is responsible for the development, promotion and coordination of alternative transportation programs. These individuals are also responsible for making recommendations for signs, curb markings, barricades, and other traffic control systems for the management of traffic and parking on College property. These recommendations are a result of a collaborative effort with Campus Facilities and appropriate campus advisory committees. No person without authorization from the Director of Public Safety shall remove, move, deface, or in any way change a sign, barricade, structure, marking, or direction placed for the purpose of regulating parking or traffic. Permission to make temporary or permanent changes of this nature must be obtained from the Director of Public Safety or his/her designee.

## **Operation of Vehicles**

### **Restricted areas**

The parking of private motor vehicles in areas other than designated campus parking areas is prohibited. Details on prohibited parking areas are listed below.

### **Speed**

No motor vehicle or bicycle shall be operated on campus at a speed in excess of 20 miles per hour. The speed limit on College property is strictly enforced. 22350 CVC

### **Stop Signs**

Every motor vehicle, bicycle or other vehicle must come to a complete stop at every stop sign. Slowing down does not constitute a complete stop. 22450 CVC

### **Pedestrian right of way**

The operator of a motor vehicle, bicycle, or other vehicle must slow down or stop, if necessary, to yield the right of way to any pedestrian in a crosswalk or about to enter a crosswalk. 21950 CVC

### **College vehicles**

College vehicles (including motorized, wheeled equipment) are allowed access to campus areas as necessary to carry out essential functions under these restrictions. College vehicles may not permanently park in fire lanes or disabled parking areas. They must not block disabled access (curb cuts, etc.) to sidewalks or buildings. They may not drive or park on sidewalks or in front of building entrances, except to load or unload heavy items, and must be moved immediately after the delivery, pickup or repairs are completed.

## **Parking of Vehicles**

### **Designated and assigned parking areas**

Authorized parking areas on the campus are specifically marked. All vehicles parked along the roadways must have their wheels within 18 inches of the right curb and not extending into any landscaped or unimproved area. You must park in a valid parking space, between two white parallel stall lines. Vehicles must be parked so as to occupy only one space or stall. Vehicles must be parked facing into the stall or parking area, no vehicle may be parked facing out of the stall.

### **Prohibited parking areas**

Vehicles cannot park:

- At any place where signs prohibit parking
- Within 10 feet of a fire hydrant
- At any place not specifically marked for parking

- Along any red-painted curb or surface striping denoting a fire/emergency vehicle zone.

Lack of an available or convenient parking space is not a valid excuse for parking in prohibited areas.

### **Curb markings defined**

- Red Curb: No Parking at any time, Fire Lane
- Yellow Curb: Commercial loading/unloading zone only, 10 minute limit
- Green Curb: Time limited parking/special reserved spaces. Guest Parking at the Oval is open to anyone after 5:00 pm
- Blue Curb: Accessible parking with Mills or DMV Placard only
- Gray Curb: Authorized general parking.

### **Parking of motorcycles and motorized scooters**

Motorcycles, motorized bicycles, and scooters are considered to be motor vehicles and are subject to all traffic and parking rules and regulations. They must be parked in designated areas only and are not permitted on pedestrian pathways or sidewalks, in or near buildings and their entrances, or in any pedestrian areas. Effective July 1, 2008, motorcycles, motorized bicycles and motorized scooters must display a Mills College Parking Sticker.

### **Parking of bicycles**

All bicycles on campus must be parked and secured in bicycle racks or bicycle lockers at all times. They should not be attached or locked onto signs, handrails, the outsides or insides of railings, or landscaping. Bicycles shall not be stored inside buildings unless specific areas have been designated for that purpose.

### **Overnight parking of occupied vehicles**

Overnight parking of occupied vehicles (motor homes, campers, trucks, cars, etc.) is forbidden.

### **Extended Stay Parking**

Commuters, Faculty and Staff may not leave their vehicles on campus overnight unless they receive permission from the Parking Supervisor. No one, including residential students may park or store vehicles on campus during any semester break or during the summer break. If you are living in authorized summer housing, you must obtain a summer temporary parking permit. This permit may be picked up at the Public Safety Office. Vehicles left on campus without authorization, will be subject to being issued citations and impoundment.

### **Liability of College**

Mills College and its employees are not liable for any loss or damage to vehicles or contents of vehicles parked on Mills College property due to theft, fire, falling debris, impoundment, collision, earthquake, or other causes.

## **Parking Permits**

### **Display of permits**

All vehicles entering Mills College property must either display, or stop and obtain, a valid day parking permit. The Mills College parking permit is a static cling decal designed to be placed on the inside of the windshield, lower left on driver's side. Vehicles displaying their permits improperly are subject to enforcement action, including parking citations and fines. All vehicles parked on campus must display a valid permit issued by the Department of Public Safety. A valid permit is a current year parking permit issued to faculty, staff, students, visitors and regular guests of Mills College, or a daily or visitor permit issued by the Department of Public Safety. An expired permit is not an adequate substitute for a valid permit.

Effective August 31, 2008, all holders of a Gold Alumnae Parking Permit, will be required to obtain a 2008/2009 Mills Commuter Parking Permit. This permit will be provided when the Gold Alumnae Parking Permit holder shows it to the DPS Parking Administrator issuing the parking permit. The holder will fill out the vehicle registration information online and bring their vehicle registration and Gold Alumnae Permit to the Parking Office before a current permit will be issued.

### **Permit denial or revocation**

The College may revoke or refuse to issue a parking permit without prior notice. All outstanding parking violations or penalties must be satisfactorily settled before a permit is issued or renewed. Parking permits may be revoked for nonpayment of parking fines.

### **Types of Permits**

#### Commuter Permits

This permit is valid for commuter lots only. Parking in other areas not authorized for commuter use is a violation subject to citation and fine.

#### Staff and Faculty Permits

This permit is valid in the Staff and Faculty lot and also is valid in any commuter lot.

#### Resident Permits

This permit is valid for designated resident only parking spaces. Resident parking spaces are available for use 24 hours per day, seven days a week, during the academic year by vehicles displaying resident permits. Vehicles with resident permits may not park in other permit-controlled areas of the campus between 8:00 am and 5:00 pm on weekdays.

#### Temporary Permits

Drivers who do not qualify for one of the above permits may meet the criteria for a Temporary Permit.

Persons parking on campus to use campus facilities such as the Aquatic Center, tennis courts, or fitness center, or to walk dogs or jog, must purchase and display a Temporary Permit. This permit is valid for parking only in the Richard's Gate lot at the entrance to campus.

Persons attending special events or conference activities at the College may be required to purchase appropriate permits. Sponsors of special events should contact the Director of Public Safety to discuss parking needs. Arrangements may be made for paid visitor permits to be issued in advance or for parking enforcement to be waived for visitors to an event.

### Guest permits

For those driving cars to campus on an occasional basis, the College offers guest permits. These permits are essential for parking vehicles on campus at all times. Guest permits are date stamped and are valid for one day only, and must be visibly displayed on the driver's side of the vehicle's dashboard. Prospective students and their families, job applicants, Art Museum visitors, and other guests of the campus can obtain guest permits at no charge. Students, Faculty and Staff are not eligible for guest permits that authorize parking in the guest area at the Oval in front of Mills Hall. Students and Mills employees with or without commuter or resident permits whose vehicles are found at the Oval with guest permits will be cited and fined.

### Accessible Permits

Accessible parking spaces are provided in College parking lots in accordance with the Americans with Disabilities Act (ADA). Vehicles parked in these spaces must display a Mills College Accessible permit or a DMV-issued placard. Authorization to park in College Accessible spaces requires presentation of state certification of permanent accessible permit or a physician's recommendation for a temporary accessible permit. The DMV placard is accompanied by an authorization card which states who is authorized to use the placard. It is usually the registered owner of the vehicle, but can be a passenger of that vehicle. Public Safety Officers are authorized to inspect this DMV issued card to insure that our Accessible parking spaces are being accessed by legitimate users.

### Reserved parking permits

The College reserves the right to designate reserved parking spaces for officers of the College. These spaces are specifically marked and reserved seven (7) days a week. Underwood residents have reserved parking in front of their building and the spaces reserved are numbered one (1) through 12. Underwood residents must affix the reserved Underwood parking sticker to the rear of their rearview mirror to use these reserved spaces. Vehicles not displaying the parking sticker will be cited or towed.

### Motor Cycle Parking Permits

All motorcycles, motorized bicycles and motor scooters are required to have a parking permit. These vehicles may not be parked in between parked vehicles and may not be parked on any walkway or pedestrian path. Motorcycles may not be parked where their presence hampers the movement of other vehicles or the ability of motor vehicle drivers entering or exiting their vehicles. There are designated motorcycle parking areas in Upper CPM parking lot and on Richard's Road at Kapiolani Rd.

## **Purchase of parking permits**

Faculty and staff are required to purchase a parking permit within two weeks of their hire date. You may purchase your annual parking permit with cash, check or by payroll deduction. One permit per student per academic year is included in the Comprehensive Fee. Additional permits must be purchased at full price unless the original permit was stolen and a copy of the related police report is submitted to the Public Safety office.

## **Citation and service of citations**

When there is cause to believe that a violation of these regulations has occurred, an appropriate notice of violation will be issued by the Department of Public Safety setting forth the date, time, location, and nature of the violation. The citation may be served by affixing a copy to the vehicle involved or by delivering or mailing a copy to the vehicle owner. Service by mail is accomplished by mailing a copy of the citation to the vehicle owner's PO Box or mailing address.

## **Payment of fine or appeal process**

Vehicle owners may choose to pay the fine as assessed or to appeal the matter through the Citation Appeals Committee.

- If the vehicle owner chooses to pay the fine, s/he may mail a check or money order for the appropriate amount or pay that amount at the Public Safety Office in the CPM Building, room 113. The vehicle owner has 14 calendar days to pay the fine. Payment of the fine is an affirmative election to waive all rights of appeal.
- If the vehicle owner chooses to appeal, s/he must submit an appeal form to the Citation Appeals Committee within 14 calendar days after receipt of the citation. Parking and Traffic Appeal forms are available at the Department of Public Safety, located in the CPM Building. Traffic appeals will be forwarded to the Citation Appeals Committee for adjudication. If the vehicle owner is found responsible, s/he may pay the amount of the fine or may apply for Campus Community Service work. For each hour worked, there is a \$10.00 credit against the fine. CCS work is defined as campus clean-up, student escort/Seminary Gate duties, or office work within HMDS or Public Safety. The Associate Director of Public Safety determines the job site for CCS work.
- If the vehicle owner neither pays the fine nor appeals the notice of violation within 14 calendar days, the fine doubles and the right to appeal is forfeited.
- If the vehicle owner loses his or her appeal or is required to pay a reduced fine, the amount due must be paid within 14 calendar days of the notice of appeal decision, or else the amount doubles. There is no further right of appeal for citations already reviewed by the Citation Appeals Committee.
- Fines that are not paid within the above timeframe will be placed on the student's account. Faculty and staff who do not pay or appeal citations, will be subject to losing their campus parking privilege or impoundment. All fines must be paid before the next years parking permit will be issued.

## **Suspension of parking privileges**

Individuals with one moving violation or multiple outstanding parking fines that have not been paid or appealed are subject to suspension of parking privileges. The Director of Public Safety will notify the permit holder that his or her failure to pay the fine or otherwise comply with these parking regulations constitutes grounds for suspension of parking privileges. If there is no response to this notice within five business days, the permit holder's parking privileges will be revoked by the Director of Public Safety, and the vehicle will be subject to impoundment when found on College property.

## **Enforcement**

A vehicle's registered owner is the responsible party when his or her vehicle is found to be in violation of Mills College parking regulations.

## **Impoundment**

### **Impoundment after due warning**

Any vehicle parked on Mills College property may be subject to impoundment after notification, as specified in these regulations. The College and its officers, employees, and agents are not liable for any loss or damage of any kind resulting from impoundment. Any vehicle that has three (3) or more outstanding citations is subject to impoundment. Upon receipt of the third citation, a warning notice shall be placed on the vehicle or sent to the vehicle owner's PO Box or mailing address. The notice will state that if the vehicle is found again on campus in violation of campus parking regulations, including non-payment of fines, it will be impounded and towed off campus. For vehicles not registered on campus and lacking valid parking permits, Public Safety will contact the Department of Motor Vehicles and obtain registered owner information. Any costs associated with contacting the DMV will be passed on to the registered owner, and a \$25.00 service charge will be added for documentation fees.

### **Release of impounded vehicles**

Contact Public Safety at x5555 or 510.430.5555. All outstanding fines and fees must be paid before the impounded vehicle will be released from the tow company. Payment can be made at CPM Building room 113 from 10:00 am to 6:00 pm, Monday through Friday. Cash, personal checks, money orders or credit cards are accepted. The vehicle owner is responsible for settling all towing costs with the tow company.

### **Impoundment without prior notice**

A vehicle may be impounded without prior notice for:

- Parking in a designated disabled parking space without a valid disabled parking permit
- Parking in a marked tow away zone or space
- Blocking a driveway, entrance, exit, or fire hydrant; parking in a loading zone, no-parking area, impound zone, landscaped area, prohibited area, fire zone, or in an area that restricts College activities

- Parking in a campus service area without proper authorization
- Parking in a reserved space
- Displaying a forged/counterfeit/stolen parking permit.

**Shuttle Service**

The College operates a shuttle service from Mills College to the University of California Berkeley campus seven days a week. Information on shuttle schedules is available at the Mills College Department of Public Safety web site, HMDS, CPM Building room 113, Richards Gate, or x5555 or 510.430.5555.

Disclaimer: Mills College shuttle staff will make every effort to ensure the shuttle operates according to the published schedule. However, if the shuttle service is disrupted due to unforeseen circumstances, Mills College will not be responsible for providing alternative transportation. You should be prepared with an alternative transportation plan should the shuttle be unavailable. Call 511 or AC Transit for information, or contact 510-430-5555 for schedule updates.

**Citation Fees:**

Accessible Spaces (Blue Zones) .....	\$100.00
Failure to Stop at Stop Sign .....	50.00
Fire Hydrant .....	50.00
Red Zone, Fire Lane .....	50.00
Tow Away Zone .....	50.00
All other violations including violations of the Canine Policy .....	20.00

**Questions or Concerns?**

Questions or concerns regarding the Parking and Transportation Regulations should be addressed to the Citation Appeals Committee. For information on CAC Committee meeting times, individuals should contact the Public Safety Office at x3151 or 510.430.3151.