

## VIRGINIA SCHOOL FOR THE DEAF AND THE BLIND

<i><b>TITLE: Parking &amp; Traffic Policy</b></i>	<b>POLICY NUMBER: OP018</b>
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### **Policy Statement:**

It is the policy of the Virginia School for the Deaf and the Blind (VSDB) to make such rules as are necessary to achieve a safe and orderly traffic environment.

### **Procedures:**

1. Speed limits (10 miles per hour) will be posted at various points on campus.
2. Pedestrians will have the right-of-way in all cases.
3. All Virginia traffic laws shall be observed including stop signs and other traffic markings.
5. All drivers on campus must have a valid operator's license issued by their home state and valid driving privileges in the State of Virginia for the type of vehicle they are operating.

### **Parking:**

There are not enough spaces to assign spaces for individual employees. Spaces are on a first come first served basis. There are spaces designated for handicapped, visitors and for loading and unloading purposes.

1. Parking will be in designated areas only.
2. Employee and student parking will be by permit only.
3. Employees and students shall be issued parking stickers in sufficient quantity to register all such vehicles as they may expect to operate on campus .
4. All employees will be required to display a parking sticker on all vehicles operated on campus. The sticker shall be displayed on the left rear window or on the bottom left of the rear window of the vehicle.
5. Visitor parking spaces shall be reserved for visitors only. Any employee found parking in a visitor's space shall be in violation of this policy.
6. One day parking permits may be issued by Security or Maintenance for special activities requiring loading or unloading materials in support of that activity.
7. VSDB is not responsible for loss or damage to any vehicle or for the loss of contents while parked or operated on the property of VSDB.

## **Traffic and/or Parking Violations:**

1. All Virginia motor vehicle laws apply on the campus of the VSDB and are enforceable through the issuance of Uniform Traffic Summons which carry predefined monetary fines that are controlled by the Code of Virginia -46.2 Motor Vehicle. Uniform Traffic Summons may also require an appearance in court. Once issued, Virginia Uniform Traffic Summons cannot be appealed through the VSDB or by its staff and administration.
2. Traffic and parking violations committed by students and employees of the VSDB may be handled alternatively where a written warning system with progressive forms of discipline will be imposed instead of issuance of Virginia Uniform Traffic Summons which carry monetary fines.
  - A. The progressive discipline can start with a warning and escalate to loss of campus driving and parking privileges, discipline under the Employee Standards of Conduct, and/or the issuance of “No Trespass Notices”.
  - B. Repeated violations may subject offenders to serious penalties, which is not limited to the following: issuance of trespass papers, suspension of parking privileges and/or issuance of group notices as Violations of the Standards of Conduct.
3. Traffic and parking violations committed by the visitors, parents and the general public may be handled alternatively with a written warning that may progress to the suspension of campus driving and parking privileges and the issuance of “No Trespass Notices” instead of issuance of Virginia Uniform Traffic Summons which carry monetary fines.
4. The VSDB reserves the right to tow any vehicle belonging to an employee, student, visitor, parent or general public when such vehicle is parked in violation of the VSDB parking policy regardless of the level of offense. Towing will be at the vehicle owner’s expense and the VSDB accepts no liability for damage as a result of towing and storage.
5. The following shall have the authority to issue Virginia Uniform Traffic Summons for traffic violations:
  - A. Campus Police Officers
  - B. Any Virginia State Certified Law Enforcement Officer
6. The following shall have the authority to issue Written Warnings for parking violations:
  - A. Campus Police Officers
  - B. Campus Public Safety and Campus Security Officers
  - C. Operations staff serving in a “Public Safety” Capacity
7. Vehicle operators that have a need to leave a vehicle on the VSDB campus for an extended period of time must notify the Public Safety Office and receive advanced approval. Public Safety may consider approval for parking for an extended period of time in the following circumstances:

- A. Short term extended parking of a vehicle that is disabled and is awaiting removal. Repairs that will cause oil or other fluid leakage/spillage may not be performed on campus. Any on campus repairs must be made within 24 hours; otherwise, the vehicle must be towed from the campus.
- B. Parking on campus while traveling for a school sponsored event.

Public Safety staff are not obligated to grant permission for extended parking. Public Safety staff granting approval will provide a written notation in their daily activity indicating the approval and circumstances of these situations.

**Visitors:**

- 1. Visitor parking is provided in a number of locations. Visitors should be encouraged to utilize these parking areas. In the interest of good public relations, the school will not enforce parking regulations as related to parking in a lot not designated for them, except in instances where there have been repeated instances of disruptive violations by a particular visitor or group of visitors. All visitors will be required to follow all safety related regulations. In instances of other traffic violations that may compromise the safety of students, staff and/or other visitors, traffic warnings will be issued to visitors in accordance to the following policy.
  - A. First offense: Written warning issued to visitor and copy filed with Campus Security Department.
  - B. Second Offense: Written citation issued to visitor and copy filed with Campus Security Department and Superintendent's Office.
  - C. Third Offense: Written citation issued, Trespassing Notice served to visitor. Copies filed with Campus Security Department and Superintendent's office.

**Students:**

- 1. Students that have driving privileges on campus adhere to this policy as well as policy SO38 *Students with Motor Vehicles*.

**Parents:**

- 1. Parents will follow the same policy as a Visitor with the exception of:
  - A. Third Offense: Written citation issued, copies filed with Campus Security Department and Superintendent's office. It will be at the Superintendent or designee's discretion as to what further action should or will be taken.

<b>Rescission:</b>	Effective Date: July 1, 2004; Revised: May 2016 BOV Approved: September 21, 2016
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