

## BENEDICT COLLEGE POLICE DEPARTMENT

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### PARKING AND TRAFFIC REGULATIONS

*-Revised 2019-2020-*



\*Decals are to be placed on the inside of your front windshield in the bottom left corner. Hanging decals are to be placed on your rearview mirror with the decal number facing forward\*

**#TheBESTofBC**

FOLLOW US ON:



Dear BC Community,

Parking decals ensure the safety of those individuals on the Benedict College campus and assist BC Police Officers in knowing the vehicles that are permissible to be on campus. This assists the department in knowing who are BC students, faculty/staff and contracted employees. Individuals who are visitors, vendors and contractors are required to have a hang tag or visitors decal on their person or in their vehicle that can be obtained from the Benedict College Police Department. It is important to know at all times the individuals or company representatives on our campus. This information assists in providing for the safety of all.

**ALL** faculty/staff/contracted employees are required to purchase a decal and have it affixed to their vehicle(s) in the proper location. This includes those individuals working in all properties which are owned, operated, leased or managed by Benedict College.

**ALL** students who have vehicles and will be utilizing parking on college property are required to purchase a decal and have it affixed to their vehicle in the proper location.

The proper location of a valid decal is to be affixed to the inside of your front windshield in the bottom left corner. Hanging decals are to be placed on your rearview mirror with the decal number facing forward

Parking will be enforced 24 hours per day by Benedict Police Department and decals are required for the period of October 1, 2019 to August 31, 2020. Parking is allowed only in the designated lots per the type of decal on the vehicle.

*Chief Kevin Portee*

Benedict College Police Department

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## CAMPUS TRAFFIC AND PARKING REGULATIONS

- A. Pedestrians shall have the right of way at all times.
- B. Parking on Benedict College campus is governed by the State of South Carolina Code of laws found in Chapter 21, Sections 56-21-10 through 60. In addition, all other state laws and city ordinances that apply to the operation and parking of motor vehicles are enforced.
- C. These regulations apply to drivers of all vehicles, whether public or private, and are in force at all times. Assigned area parking is enforced 24 hours each day.
- D. Benedict College shall assume no responsibility for the care and/or protection of any vehicle or its contents at any time while it is operated or parked on campus. It is requested that valuables not be left in unoccupied vehicles at any time and that vehicles be locked when not in use. Thefts or damages that occur should be reported to the Campus Police office for investigation or other action.
- E. Open parking for decal holders will be permitted on weekends, during break periods and on holidays except for handicapped spaces, fire lanes, and any area that is clearly marked no parking.
- F. All parking is on first come, first serve basis. Parking decals give holders the privilege of parking on campus in designated parking areas, but do not guarantee the holder a parking space unless specifically reserved.
- G. The driver of any vehicle shall obey the lawful instruction of any Benedict College police officer, and official traffic signs or devices properly placed in accordance with the provisions of these regulations, except when otherwise directed by a campus police officer.

- H. Parking is prohibited on sidewalks, walkways, grassy areas, lawn intersections, driveways and alleyways, in front of fire hydrants, in fire lanes or **yellow curb areas** and any other area that is clearly marked “No Parking”. Curb cuts, handicapped spaces, service driveways or trash pickup areas may not be blocked at any time. Vehicles parked in any of these above-mentioned areas are subject to being towed at the owner’s expense.
- I. Motorcycles, and motor scooters are prohibited on campus. However, in special circumstances upon approval by the Chief of Police, they may be allowed. If so, they may not be stored in any building on campus. They must be parked only in the spaces allotted for regular auto parks. Motorcycles or motor scooters not in accordance with this regulation will be towed at owner’s expense.
- J. No unauthorized person may alter, deface, knockdown or remove any official parking or traffic sign or erect any parking sign without the approval of the Campus Police Department.
- K. Parking decals must be clearly displayed. Campus Police under the following conditions may remove decals from vehicles:
  - 1. Change of vehicle ownership
  - 2. Change of status with the College, which would change eligibility for parking permit or type of decal
  - 3. Repeated violations of state, local, and federal laws or campus rules and regulations

## **I. VEHICLE REGISTRATION**

- A. Vehicle Registration is required for any faculty, staff or student who shall regularly or occasionally drive, operate or control, park, let stand, or otherwise use or maintain a motor vehicle on Benedict College property.

- B. Decals must be purchased for the fall semester by the announced end of sale date of the current year and for the spring semester by the end sale date of that current year, unless otherwise directed.
- C. To register a vehicle, faculty, staff and students must present **valid and current driver's license, vehicle registration, vehicle insurance information, and a receipt of purchase for the decal.**
- D. The required registration fee is **\$150 per year for full-time faculty and staff; \$50 per year for students; \$75 for adjunct faculty.** Faculty and staff will have the option of utilizing payroll deduction. Some students will have the option of taking the funds out of their school accounts or paying cash.
- E. Decals may be purchased at the cashier's window in the Business Office, which is located on the 1st floor of Pratt Hall. **When you come to the Campus Police Department to register, the receipt must be presented.**

## **II. PARKING AREAS**

### **A. Faculty and staff designated parking areas are:**

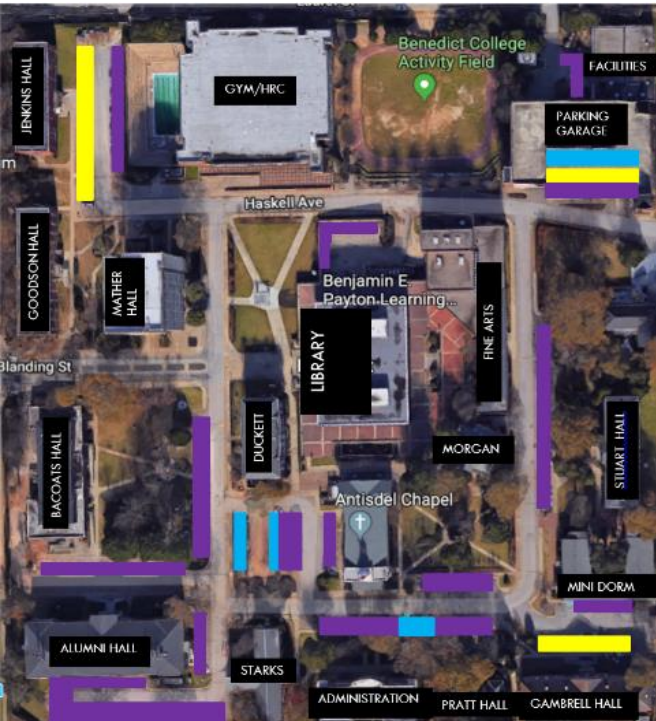
1. In front of Bacoats Hall
2. Side of Bacoats Hall
3. Side of Alumni Hall
4. Behind Alumni Hall
5. Swinton Campus Center
6. In front of Morgan/Stuart Hall
7. Chapel Parking lot
8. Levels 1 & 2 in the parking garage
9. Side of HRC building
10. Behind the LRC/BC CARES building
11. Side of Mini Dorm

**B. Student designated parking areas are:**

1. Levels 3, 4, and 5 of the parking garage
2. Front spaces in front of Gambrell Hall (first come basis)
3. Front spaces in front of Jenkins and Goodson Hall (first come first serve basis)
4. Haskell Dorm parking lot
5. Swinton Campus Center
6. Behind Oak Street Dorm and all off campus properties

**C. Visitor designated parking areas**

1. Chapel Parking Area
2. In front of Administration Building



**PARKING LEGEND –**

ALL AREAS WILL HAVE CLEAR AND VISIBLE SIGNS INDICATING PARKING FOR FACULTY, STAFF AND STUDENTS.

FACULTY/STAFF	
STUDENT PARKING	
VISITOR PARKING	

THE LOWER LEVEL OF THE PARKING GARAGE IS RESERVED FOR FACILITIES STAFF AND VEHICLES

LEVELS 1 AND 2 OF THE PARKING GARAGE IS RESERVED FOR FACULTY AND STAFF

LEVELS 3 – 5 OF THE PARKING GARAGE IS RESERVED FOR STUDENTS AND VISITOR

LIMITED STUDENT PARKING WILL BE IN THE FRONT PARKING SPACES OF JENKINS, GAMBRELL AND STUART HALL AND WILL BE ON A FIRST COME FIRST SERVED BASIS.

### **III. ON CAMPUS PARKING AREAS**

- A. Campus visitors must obtain a temporary visitor's parking pass and sign in at the front gate as they enter.
- B. Temporary and Part-time employees are required to secure their parking passes from the Campus Police Department Headquarters.
- C. Visitor's parking passes are valid only for the date on the permit and in the designated areas (exceptions are granted) marked for visitors. (To include Temporary & Part-time employees) These areas are:
  - I. Levels 3, 4, and 5 of the parking garage and Chapel parking lot. **Visitor parking passes must be returned to the front gate upon exit.**
- D. Any department, person, group, organization, or club hosting special events, seminars, meetings, or workshops, must contact the Campus Police department at least one week prior to the event. This is to ensure that every effort is made to accommodate any special parking requests.

### **IV. HANDICAP PARKING**

- A. Handicap parking permits are required by persons using a "distinguishing license plate" or a "distinguishing removable hangtag" issued by their state Division of Motor Vehicles that displays the International Symbol of Access.
- B. Handicap parking is located in all areas of campus in accordance with State law and the American Disabilities Act. Signs are posted which mark handicap parking spaces.



- C. Vehicles utilizing handicap-parking spaces on campus are required to display State Motor Vehicle distinguishing identification **and the College's parking permit.**

## V. **PARKING VIOLATION PENALTIES**

- A. The operator, owner, and/or the person in whose name a vehicle is registered shall be responsible for all parking citations incurred. Penalties and Fines are paid at the cashier's office in Pratt Hall.

1. Penalties and Fines (Effective September 30, 2019)

**FOR YOUR CONVENIENCE THE FINE FOR THE VIOLATION INDICATED WILL BE ACCEPTED AT THE CASHIER'S WINDOW IN THE BUSINESS OFFICE BETWEEN THE HOURS OF 8:00 A.M. TO 4:00 P.M. MONDAY THROUGH FRIDAY**

**CHIEF OF POLICE**

1.	<input type="checkbox"/>	<b>PARKING IMPROPERLY</b>	<b>\$15.00</b>
2.	<input type="checkbox"/>	<b>PARKING DECAL/PERMIT NOT DISPLAYED</b>	<b>\$15.00</b>
3.	<input type="checkbox"/>	<b>PARKING IN NO PARKING AREA</b>	<b>\$15.00</b>
4.	<input type="checkbox"/>	<b>PARKING ON WRONG SIDE OF STREET</b>	<b>\$15.00</b>
5.	<input type="checkbox"/>	<b>PARKING IN LOADING OR SERVICE ZONE</b>	<b>\$15.00</b>
6.	<input type="checkbox"/>	<b>BLOCKING SIDEWALK/DRIVEWAY/WALKWAY</b>	<b>\$15.00</b>
7.	<input type="checkbox"/>	<b>PARKED ALONG YELLOW CURBS</b>	<b>\$15.00</b>
8.	<input type="checkbox"/>	<b>HANDICAPPED PARKING</b>	<b>\$250.00</b>
9.	<input type="checkbox"/>	<b>OTHER _____</b>	

- **Other violations may be written on a Benedict College Parking Citation such as:**

**Loud Music**

**Simple Possession of Marijuana**

**Speeding on campus**

- **The fines for other violations will range from \$15.00 - \$100.00.**
- **Delinquent violations not paid after 15 days of issue, bond will increase by \$5.00. After an additional 15 days of non-payment, bond will increase by \$10.00. Failure to pay 3 or more violations may result in vehicle being towed, registration being held or on campus parking being revoked.**

## **VI. TOWING OF VEHICLES**

- A. The College has the lawful right to remove or have removed and impound any vehicle under the following conditions:
1. Parked in a handicapped space without an appropriate permit
  2. Parked at or blocking a handicapped curb cut
  3. Parked in or blocking a handicapped access area
  4. Parked in a "TOW-A-WAY" or "NO PARKING" zone
  5. Parked so that it impedes the operation of emergency equipment or vehicles
  6. Parked so that it impedes pedestrian or vehicular traffic
  7. Parked in a fire lane or at a fire hydrant
  8. Parked at or in a yellow curb area
  9. Parked in the parking garage without proper permit
  10. Parked in a manner that creates a safety hazard
  11. Abandoned or stored vehicles
- B. Towing, storage, and release of impounded vehicles are in accordance with the City of Columbia Code of Ordinances (Code 1979, sections 2-3063 & 2-3064; Ord. No. 2001-078, 10-17-01; Chapter 12, Sec. 12-53).
- C. No impounded vehicle shall be released without proper proof of ownership. Towing and storage charges by a wrecker service shall be the sole responsibility of the owner. The owner will also assume all risks involved.
- D. The following is a list of wrecker services used by the College:
- |                    |                          |          |
|--------------------|--------------------------|----------|
| 1. Absolute Towing | 1000 Buff Street, W.Cola | 939-9393 |
| 2. Davis Towing    | 1627 Tremaine Street     | 256-0658 |
- (Wrecker listing is subject to change)*

## **VII. APPEALS PROCESS**

- A. Any person desiring to appeal the traffic violation citation may do so within five school days after the time of issuance by the Campus Police Department; otherwise the right to appeal is forfeited. Saturdays, Sundays, and holidays are exempt.
- B. All appeals must be either mailed or given in person to the Benedict College Campus Police Department.
- C. Upon receipt of an appeal, an administrative review will be conducted and the appellant will be notified within 7 days by mail of the results of the review.
- D. Usually several reasons are given in the appeal as to why a parking violation warning or citation should not have been given. Sometimes these reasons may appear to be valid to the person receiving the warning or citation, but they do not address the rules of Benedict College.
- E. Common excuses will not result in the violation notice being dismissed or reviewed.

Here is a list of common excuses:

1. **Short Errand** - No errand, no matter how short or important to the driver, besides a medical emergency is an acceptable excuse for illegal parking.
2. **Late for Personal Business Or Appointment** - Being late means that time was not budgeted correctly and is not an adequate excuse for illegal parking.
3. **No Place Else To Park** - It is every driver's responsibility to find a parking space in the appropriate area.
4. **I Didn't See The Sign** - All drivers are responsible for looking for traffic signs, reading the traffic signs and abiding by the traffic signs on campus. This may mean that an entire check of the lot may be necessary.

5. **Only A Part Of My Car Was Illegally Parked** - If part of a vehicle extends into a restricted area, the violation will be the same as if the vehicle was encroached.
6. **I Left ... I Left** - I left my hazard lights on, I left a note on my dashboard, etc. The presence of a passenger, a note, or blinking lights doesn't constitute a valid reason to dismiss a parking violation notice.
7. **It Was Only A Few Minutes** - This explanation is one the most common; even if true, parking in prohibited areas is illegal.
8. **Nobody Else Got Towed Or Ticketed** - Sometimes this excuse is raised as discriminatory enforcement. The officer may have had to leave the area before checking all the vehicles; however, a parking notice stands on its own.
9. **Someone Else Had My Car** - The registered owner has joint responsibility with whoever was driving the vehicle, unless it can be proven that the vehicle was driven without permission.
10. **Official Saw Me Park And Didn't Say Anything or Said It Was Okay** - No employee, generally speaking, has the authority to give permission to break the law, rules, and/or regulations.
11. **This Violation Has Not Been Enforced In The Past** - Inadequate staffing or other priorities may give rise to parking violations not being enforced continually; yet, this is still not a valid excuse for illegal parking.
12. **I've Done It For Years or Everybody Else Does It** - Nobody should be rewarded for getting past or around the legal system.
13. **My car was wrecked, fixed, and the decal removed.**

If anyone should have any questions regarding a parking citation that has been issued, you may call the Campus Police Department at 803-253-5400.

## **VIII. IMPORTANT INFORMATION**

- A. Benedict College parking permits are numbered and have a color code that will change each year.
- B. Faculty and staff permits are hang tags. In order for them to be properly displayed, you must hang them from the vehicle's rearview mirror.
- C. Student permits are window stickers. In order for them to be properly displayed, you must put them on the front windshield lower left hand corner.
- D. Vendor and contractor permits are available upon request. All requests must come to Chief Kevin Portee or Captain Jacqueline Thomas.

## **IX. PARKING TIPS TO REMEMBER**

- A. Do not block intersection when attempting to enter, the front gate.
- B. Drive slowly in driveway when entering and exiting the campus.
- C. Slow down and/or stop for all pedestrians on campus.
- D. Obey all traffic signs.
- E. Do not park in any handicapped space unless the vehicle has handicap identification displayed.
- F. Do not block another vehicle in a parking space.
- G. Park only in the assigned designated areas for the appropriate permit.
- H. Do not park along any yellow curbs, in any fire lane or on grassy areas and sidewalks.
- I. Do not block an unloading, loading, or service zones.

***These traffic and parking regulations and policies will remain in effect until suspended, amended or canceled by the President of Benedict College.***

*The information contained in this booklet is accurate at the time of publication and may be subject to change applicable to new rules and College policy.*

***BCPD 2019 Publication***