

# San José State University Parking Regulations



## UNIVERSITY POLICE DEPARTMENT

Parking Services — One Washington Square, San José, CA 95192-0012

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## San Jose State University

### Parking Services Regulations

Welcome to San Jose State University! SJSU provides approximately 7,600 parking spaces for a student, employee and visitor population of over 30,000 persons. Because parking space is a limited resource, parking regulations must be adhered to at all times. **Parking regulations are in effect 24 hours a day, each and every day of the year.** Because a credible enforcement program is a necessary part of the parking program, we urge you to familiarize yourself with these regulations.

Parking facility construction, operation and maintenance in the California State University system is self-supporting - that is, no general fund tax dollars are spent building, operating, staffing and maintaining parking facilities. It is the responsibility of everyone who drives a vehicle to campus to pay his or her fair share.

Responsibility for establishing rules and regulations regarding the operation and parking of vehicles on university property is given to the University President pursuant to Section 21113 (a) of the California Vehicle Code (CVC). Collection of fees for parking on University property is pursuant to Section 42200, Title V of the California Administrative Code. Administration and daily operations of the University parking program are the responsibility of the Parking Services, which is a unit of the University Police Department. All information regarding fees and policies is accurate as of the Spring 2003, Semester. All information contained herein is subject to change without notice.

The Office of Parking Services is located in the University Police Department at the entrance of the South (7th) Street Garage at S. 7th Street and E. San Salvador Streets.

In all following references, "the University" means San Jose State University. "University property" means all property under the control of the University including the main campus, its sidewalks, surface parking lots and parking structures, South Campus, Park and Ride Lot, Foundry and Aviation and other property or facilities.

**PARKING FACILITIES** - The following parking facilities are available to students and employees displaying valid parking permits:

- **The Park & Ride Lot** is located 1.7 miles south of campus at 7th Street and Humboldt streets (across from Spartan Stadium) and a daily permit is required. All regular University parking permits are valid in the Park and Ride Lot. Shuttle buses transport riders to and from campus approximately every 10-15 minutes (travel time from Main to South campus) during semester weekdays and about every 20 minutes from 4:00 P.M. to 10:40 P.M. Monday through Thursday. Park and Ride Lot is **closed on Fridays and there are no shuttle services available.** Day permits are available at a reduced rate from a ticket dispenser near the Park & Ride Lot attendant's booth. Day permits from the Park & Ride and Muni lots are not valid on the main campus. Parking permits are also required for parking on Bud Winter Field.
- **West (4th Street) Garage** is located on 4th Street between Paseo de E. San Carlos and San Salvador Street is a Permit Only Parking Garage, there are Day Permit vending machines available. The garage may be entered from 4th Street or by west bound vehicles from San Salvador Street. The garage is open from 6:00 a.m. to 11:00 p.m. Monday through Friday and is closed on weekends and holidays. **Parking here requires an 'E', 'R', or 'S' permit.** All parking is first-come, first-served. Day permits purchased in the 7th Street Garage are not valid in this garage.
- **South (7th Street) Garage** is located at the corner of S. 7th and E. San Salvador Streets. This garage is open 24 hours daily to 'E', 'R' 'H' and Carpool permits. Hours for all other permits are 6:00 a.m. to 12:00 a.m. The 7th Street Garage on main campus facility offers limited parking for day permit purchasers. Non-restricted spaces are available on a first-come, first-served basis and usually fill quickly on weekday mornings. Parking through Section 2-H is reserved for employee 'E' permit parking only. Day Permit Vending machines are available, 3rd floor and above.
- **North (10th Street) Garage** is located at the corner of 10th and San Fernando Streets is open 6:00 a.m. to 11 p.m. Monday through Friday. The 10th Street Garage on main campus facility offers limited parking for day permit purchasers. The garage is closed on weekends and holidays. Enter from E. San Fernando

Street. The 2nd floor and half of the 3rd floor is reserved for 'E' and 'R' permits only. Day Permit Vending machines are available on the 3rd floor and above, 1 (one) machine per floor.

- **Aviation Facility**, located on Coleman Road at the San Jose International Airport, is for use by aviation students, employees and visitors. 'E' or 'H' permits are required. Day permits are dispensed from a ticket machine near the building entrance.
- **Surface Parking Lots** are for Employee, Reserved and Disabled Permit parking only. SJSU permit required.

## 1. **PARKING OF VEHICLES**

Permission of the President of San Jose State University, as specified under Section 42201 of Title 5 of the California Code of Regulations, to stop, park or leave standing a vehicle on property of the campus may be granted to persons who have paid a parking fee. Evidence of compliance with this section shall be demonstrated by properly displaying a valid University permit by means prescribed by the President.

**Purchase of a University parking permit does not guarantee availability of space in any particular parking lot or garage.** Peak parking demand (usually Monday through Thursday from about 7 a.m. to noon) means that parking garages fill periodically. Overflow parking with convenient shuttle bus service to campus is readily available at the Park and Ride Lot on S. 7th Street (at Humboldt Street) 1.7 miles south of the main campus. **There are no "grace" periods during which expired permits remain valid or persons using University parking facilities need not display a valid parking permit unless posted by Parking Services.**

- 1.1. **All private vehicles operated or parked on University property** must properly display a valid parking permit at all times. No regular University parking permit ('H', 'S', 'E', 'Carpool', Daily, etc.) is valid in any space marked for 'DISABLE', 'service vehicle', 'R' (reserved), 'Special E' or duly marked special purpose use.
  - 1.1.1. **"Proper display"** - Permits must be affixed to the lower left-hand corner of the driver's windshield in the vehicle so as to be **clearly visible to the enforcement officer screening the vehicle for a valid permit. Do not put permit in tinted area of the vehicle. Non-compliance will result to a parking citation.**
  - 1.1.2. **Daily and temporary permits** - Must be placed on the dashboard or attached by tape to front windshield and must be clearly visible to a parking enforcement or other duly authorized officer. Instructions for proper display are included with all permits mailed to permit holders and are printed in the University Schedule of Classes under Parking Services.
  - 1.1.3. **A "valid permit"** is an unexpired temporary, annual, academic or semester vehicle permit displayed on a vehicle that is registered in the permit holder's name with the Parking Services. Registration information may be updated by coming to the University Police Department Parking Services Office. A valid University permit is valid in legal parking spaces on weekends. No person may purchase or possess more than one valid permit at any time. The only exception to this rule is possessing two single-day semester permits which are valid for different days of the week. Any person who knowingly purchases or possesses more than one valid permit is subject to having their permits revoked and/or being fined.
  - 1.1.4. **'E', 'R', 'H', 'S', One-Day and Two-Day Per Week permits are transferable** between the purchaser's vehicles only. All vehicles used by a permit purchaser must be registered with the Parking Services. **These permits are not transferable to other individuals.**
  - 1.1.5. **Special vendor or loading/unloading permits** are required for all non-state or non-emergency vehicles operating on campus sidewalks.
- 1.2. **Daily Student Parking** - All students arriving on campus each day must possess a valid permit and may park in one of the multi-story parking garages on campus when spaces are available or in the Park & Ride Lot, south of main campus.

- 1.3. **Night Student Parking** - Parking Services will no longer sell Night Permits. All students must purchase a Semester, Academic, 1 or 2 Day a Week permit, or use the Permit Vending Machines if available.
- 1.4. **Employee Parking** - All employees parking on University property must purchase and properly display a valid employee-parking permit at all times, including intersessions. Employees may park in parking garages and surface lots as designated. A University employee identification card is required to purchase an 'E' permit. In addition to semester and other permits, employees may park in the South (7th Street) Garage by purchasing a day permit at the Parking Services. All employee permits are sold at the Parking Services Office. **Ownership of permit is not transferable from person to person.**
- 1.4.1. **Employees with 'E' permits may not park in 'R' spaces before 3:30 p.m.**
- 1.4.2. **Employees of University auxiliaries** such as the SJSU Foundation or Spartan Shops Inc. are eligible for 'E' permits.
- 1.4.3. **Teaching Associates/Graduate Students** (Non-Bargaining Unit Status) with teaching appointment papers may purchase (under the student rate) an 'E' permit (at Student Rates), subject to Parking Services confirmation of status. Parking Services does not retain documentation or proof of status so new proof of status must be presented each time a permit is renewed. Due to extremely limited reserved employee parking, student assistants, work-study students and most graduate assistants are not eligible to purchase 'E' permits.
- 1.5. **Disabled Parking** - Visitors displaying valid disabled license plates or placards issued by the California Department of Motor Vehicles may use those spaces designated for disabled parking or green time zones, day passes available for purchase at UPD/Parking Services Office. Disabled SJSU students and employees must purchase and properly display a valid University permit. Disabled students and employees will use their DMV issued placard in conjunction with any valid University permit. A SJSU permit is always required in conjunction with your placard.
- 1.5.1. **D Permits - Disable Permits will no longer be sold.** All Disabled Employees and Students must purchase a regular SJSU Parking Permit and use their State issued DMV Placard in conjunction with their University Permit. Employees and Students with temporary disabilities and do not have DMV Placard should contact and register with our Disability Resource Center at (408) 924-6000.
- 1.6. **Guest and Visitor Parking:** Visitors placed on the Parking Services guest list, emeritus faculty and vendors making service calls on state contracts may receive complimentary parking permits at Parking Services. Persons attending University activities for which they are compensated or for which a charge for participation is made **must purchase a parking permit**. All other visitors also must purchase a day permit at the South (7th Street) Garage or North (10th Street) Garage.
- 1.6.1. **Vendor Permits** - All vendor, loading/unloading and visitor permits are issued exclusively by the Parking Services. Vendors making sales calls will be charged for parking should they be conducting business with non-general fund entities on the campus. **Vendor permits do not authorize a vendor to park anywhere but in a marked parking space – unless the permit is stamped otherwise.**
- 1.6.2. **Department 25 Packs** - University Departments may purchase packs of 25 parking permits upon written request to the Parking Services. The request is to be made on department letterhead. A log must be kept of each permit issued. The log must be returned to the Parking Services before new courtesy packs will be issued. **No SJSU student shall use the courtesy permits.** Departments found violating this provision are subject to revocation of courtesy parking privileges.
- 1.6.3. **Group Parking Permits** - A special event permit for large groups of visitors may be obtained upon written request to Parking Services. The Parking Services Office will honor qualified

requests for special event permits by preparing an authorized master permit to the requesting Dean, Director or Department Head. The permit will be specific for that date and event and location (if appropriate). A copy will be kept on file in the Parking Services.

- 1.7. **Weekend/Holiday Parking** - All University employees or student who have a valid permit may use 'E' or 'R' employee spaces from 3:00 p.m. Friday to 6:00 a.m. Monday or on University holidays. Spring Break is **NOT** a University holiday. No Student Permit is valid in E or R spaces before these times.

## 2. TYPES OF PERMITS

- 2.1. **Student Permits** - All student permits are available online by going to [SJSU Parking Online Services](http://sjsu.t2hosted.com/) (<http://sjsu.t2hosted.com/>). A temporary parking permit will be available for printing, valid for 10 days from date of purchase. If a student does not receive their parking permit within the 10 days of the date of purchase the student must contact Parking Services office. The permit will be placed on a "Hot List" for lost/stolen permits and a replacement may be issued. If the permit is received after the replacement it must be turned into the office of Parking Services. **Permit are valid only in the vehicles listed to the registered owner of the permit. Ownership of permit is not transferable from person to person.**

- 2.1.1. **'S' Commuter Student Permits** - Commuter Students, Cost \$192 per semester or \$384 per academic year. Vehicles with 'S' permits may park above section 2-H in the South (7th Street) Garage, one half of the 3rd floor and above in the North (10th Street) Garage in non-employee spaces, in any space in the West (4th Street) Garage and at the Park & Ride Lot. The 'S' permits is transferable only to the vehicles registered to the permit purchasers home address. **Ownership of permit is not transferable from person to person.**

- 2.1.2. **'H' Housing Permits** - Housing Permits Cost \$271 per semester or \$542 per academic year. The 'H' permit is for Residence Hall and Aviation Department students. 'H' permits are valid only above section 2-H of the South (7th Street) Garage and at the University facility on Coleman Avenue during the week and at the Park & Ride Lot. The **"H"** Housing permit is **not valid** in the Campus Village Garage at any time. **Ownership of permit is not transferable from person to person.**

- 2.1.3. **One-Day and 2 Day Per Week Permits** - Cost \$85 per semester. Two-Day Per Week Permits - \$152 per semester. This permit is for students who come to campus only one or two days per week. The permit is valid only on the days specified. The permit is valid in all three parking garages and the Park and Ride Lot at South Campus.

**'D' Permits** - D permits will no longer be sold, you must use your DMV State issued Placard in conjunction with a SJSU Parking Permit.

- 2.1.3.1. **Disabled University Visitors** - May use a California Department of Motor Vehicles disabled placard in any space authorized by the California Vehicle Code without a University permit. Disabled visitor parking is generally limited to a single day. Visitors parking for more than one day should check in with the Parking Services. Day permits available for purchase in the Parking Services office, located at 7th and San Salvador or from Permit Vending machines in the North (10th St) garage. **Ownership of permit is not transferable from person to person.**

- 2.1.3.2. **Disabled Students/Employees Must Possesses University Permit** - Disabled students and employees may use DMV placards for disabled parking on campus in conjunction with a valid University permit or a valid temporary permit with a disabled endorsement. Possession of a DMV disabled placard does not free students or employees from the requirement to purchase and properly display a valid University parking permit. **Ownership of permit is not transferable from person to person.**

2.1.3.3. Courtesy '**SJSU Disable Placards**' - SJSU Courtesy Disabled parking permits are **Not Valid on City Streets**. Any courtesy Disable permit given to an Employee or Student to use in conjunction with their Valid SJSU Permit is good on University Property only. Anyone who uses it in a Disable Parking stall off the University Campus Property may be cited.

2.1.4. **Student Carpool Permits** - See Parking Web page for updates regarding carpoolers.

2.1.5. (deleted)

2.1.6. **Day Permit** - \$8.00 per day \$1.00 per 30 minutes, \$5.00 after 5:30 PM (Monday through Friday) and \$5.00 all day Saturday and Sunday. Day passes available at the, South (7th St.) Garage, 3rd floor and above and the North (10th Street) Garage 3rd, 4th, 5th and 6th Floors, Park & Ride and Aviation Lots. These permits are good for day of purchase only - no restriction on re-entry. **Day permits from Park & Ride, Aviation and Muni Lot are not valid for Main Campus Parking. No Day Passes are available or Valid in the West (4th Street) Garage.**

2.1.7. **Park and Ride Lot Permit** - The Park and Ride Lot located across from Spartan Stadium are available for parking at a reduced rate. Daily permits cost \$4.00 per day. Park and Ride permits can purchased for \$96 per semester online at [SJSU Parking Online Services](http://sjsu.t2hosted.com/) (<http://sjsu.t2hosted.com/>). Park & Ride Permits are valid on **main campus on Friday, Saturday and Sunday only and any day the Shuttle Bus does not run.**

2.1.8. **Motorcycle Permit** - Cost \$40.00. Motorcycles may park only in a specially designated area in 7th Street Garage, on the upper floors in the east side corners. Motorcycles and bicycles may not be ridden in any University garage at any time. On Duty University Police Department personnel are exempted from this provision.

2.1.9. **Overnight Parking** - Overnight parking is permitted only for students holding 'H' permits. Students with valid SJSU Commuter permits may receive overnight parking permit to use in conjunction with it while on approved University field trips upon submission of a letter from the course instructor listing participating students to the Parking Services. If a Student does not have a parking permit they may purchase the overnight permit at Parking Services.

2.1.10. **Temporary and Replacement Permits** - A permit holder may obtain a complimentary temporary permit at the Parking Services when the holder's regular permit is not available.

2.1.10.1. **Lost/Stolen/Damaged Student Permit Replacement** - Students may obtain replacements for lost, stolen or damaged permits by completing a form available at Parking Services. Stolen permits must be reported to the University Police Department.

Students who file a false lost/stolen report, alter, deface, duplicate parking permits or are found in possession of a lost/stolen permit will be subject to a parking fine of \$400 and will be referred to the Student Judicial Affairs Office for disciplinary action.

## 2.2. Employee Permits

2.2.1. **'R' Permits** - Application procedure is the same as for an 'E' permit. 'R' permits are approved exclusively by the Office of the President. 'R' permits are valid in any lot or space marked "R Permits only" or in any 'E' space. 'R' lots and spaces are available for use by 'E' permit holders after 3:30 p.m. on weekdays and on weekends.

2.2.2. **'E' Permits** - Annual permits are available through payroll deduction. Semester and Academic Permits are available online at [SJSU Parking Online Services](http://sjsu.t2hosted.com/) (<http://sjsu.t2hosted.com/>) or at the Office of Parking Services. 'E' permits are valid in all 'E'



spaces and in 'R' spaces **after 3:30 p.m.** on weekdays. The 'E' permit is sold to permanent or authorized part-time University employees only. Permanent employees also may purchase annual parking permits via payroll deduction or may pay in full for the year. Damaged 'E' permits are replaced at no charge at the Parking Services. 'E' permit holders may enter the 7th Street Garage when the garage is closed.

- 2.2.3. **'Special E' Permits** - Application procedure is the same as for an 'E' permit. Special 'E' permits are approved exclusively, by the Office of the Provost and Academic Vice President. 'Special E' permits are valid in any 'E' permit lot or space and in a reserved section of the South (7th Street) Garage.
- 2.2.4. **Employee Carpool Permit** - The carpool permit is in conjunction with an annual, academic or semester employee parking permit. Valid in the Employee Carpool spaces of the 7th and 10th Street Garages. Carpool permits are not valid unless the vehicle displaying the permit has at least two riders. Only carpool members whose vehicle license numbers are listed on the permit application kept at the Parking Services may use carpool permits. Carpool Permits are allowed entry into the 7th Street Garage when that garage is closed.
- 2.2.5. **Lost/Stolen/Damaged - Employee Permits** - Employees may obtain replacements for lost, stolen or damaged permits by completing a form available in the Parking Services. A replacement fee is charged for lost permits. Stolen permits must be reported to the University Police Department. Stolen permits are replaced at no charge upon receipt of a police report case number. Employees who file a false lost/stolen report, alter, deface, duplicate parking permits or are found in possession of a stolen permit will be subject to a parking fine of \$400 and the matter will be referred to the department Director or Supervisor for disciplinary action.

### 3. **SPECIAL PERMITS**

#### 3.1. **Courtesy Permits**

- 3.1.1. **Alternative Transportation Users** - Employee members of registered vanpools and employee holders of Santa Clara County Transportation Agency or CalTrain monthly passes may receive two one-day courtesy 'E' parking permits each month. Dated courtesy permits are available from the Parking Services during regular business hours and are to be used only for the date indicated (no blank permits are issued).
- 3.1.2. **Department Courtesy Packs** - Campus departments hosting individual and small groups of visitors may purchase courtesy permits. Permits are issued with the following stipulations: 1) All permits issued must be logged and a completed log must be returned to the Parking Services before a new pack is issued. 2) Courtesy permits are for use by visitors only - students or employees using courtesy permits will be cited and the offending department's courtesy permit privileges suspended or canceled. Departments hosting large groups must send a written request for courtesy parking to the Parking Services - please allow sufficient advance time for preparation if you wish to mail permits to your guests.
- 3.1.3. **Emeritus Faculty Courtesy Parking** - Faculty members granted emeritus status by the Provost may come to the Parking Services during regular business hours and receive a courtesy one day 'E' parking permit. The permit is good only for the date indicated.
- 3.1.4. **Visitor Permits** - "Visitor" defined: A person coming to the University to attend or participate in an event or activity. All visitors must display a valid SJSU parking permit or special event parking permit and comply with University parking regulations. It is the responsibility of the host departments to obtain permits and explain regulations to their guests. Arrangements for issue or sale of large group special event parking permits may be made through the Parking Services.

- 3.2. **Intersession Permits** - Semester parking permits are for the term of the semester only. Semester permits are not valid before or after the date printed on the permit. Any person not holding an annual or academic permit must pay for each use of University parking facilities. Daily, weekly, monthly, summer and Intersession permits are on sale for employees at the Parking Services between semesters. Students may purchase Intersession and summer session permits on line at [SJSU Parking Online Services](http://sjsu.t2hosted.com/) (<http://sjsu.t2hosted.com/>) and a limited number are available at Cashiering Services. A day permits at the South, 7th Street Garage, 3rd floor and above and or the North, 10th Street garage. Student Intersession and summer session permits are valid in any University garage.
- 3.3. **Loading/Unloading Permits** - Any non-emergency or non-state vehicle parked or operating on campus sidewalks must have a loading/unloading permit. Violators will be cited. Vehicles blocking a fire lane may be cited and towed and stored at the owner's expense. Loading/Unloading Permits allow a vehicle to drive to a specific location on campus, pick up or discharge cargo within a predetermined period of time and then leave. Loading/Unloading permits are issued at the Parking Services. Loading/Unloading permits are not good for parking in any University lot or garage.
- NOTE: Maximum speed limit on campus is 5 mph. Drivers must not block fire lanes at any time. Loading/unloading permits are issued for a short period of time and justification must be presented at the time of issue. Loading and unloading permits are good only for the date and time indicated.
- 3.4. **Campus Village Permits ("CV")** - Residents of Campus Village may purchase permits through Housing Services for the Campus Village Garage. The Campus Village parking permits are valid only in the Campus Village garage and may be used at the Park & Ride Lots. Campus Village residents are subject to all SJSU parking regulations. Campus Village parking permits must be affixed to the front windshield at all times while parked at SJSU. Campus Village permits are Not valid any where else on campus other than listed above.
- 3.5. **Special Events Permits** - University departments hosting large groups that are eligible to purchase complimentary parking (see section 3.1.2) and may apply to Parking Services for special events parking permits for their activity. Parking for activities in The Event Center are subject to fees set by the University. Regular University parking permits are valid in designated fee-funded parking areas during special events (e.g. Park and Ride Lot at South Campus for football games or concerts but not grass lots.)
- 3.6. **Vendor Permits** - Vendors performing service or delivering goods for general fund University departments may apply for vendor permits at the Parking Services. Campus departments commissioning such work or deliveries may apply for vendor permits on behalf of their vendors. Sales representatives may purchase a daily parking permits with E parking privileges at the Parking Services Office. Private and company vehicles involved in campus construction projects need not obtain campus parking permits as long as such vehicles are parked **within fenced boundaries of a construction area at all times. Vendors wishing to park on University sidewalks must also apply for a sidewalk loading/unloading permit each time they wish to park on the sidewalk.** Sidewalk loading/unloading permits are issued for a short period of time and justification must be presented at the time of issue. Sidewalk loading and unloading permits are good only for the date and time indicated.

#### 4. **PARKING PERMIT REGULATIONS**

- 4.1. **Failure to Pay Fee** - A parking violation may occur for parking without payment of parking fees. Parking citations issued for "No Valid Permit" when the recipient does have a permit on file may be contested via the completion of an 'Initial Review' form. Subsequent violations of this provision may not be canceled. Regular University parking permits may be transferred between vehicles registered with the Parking Services at the time of purchase.
- 4.1.1. (deleted)
- 4.1.2. **University parking permits are not transferable** from one individual to another. Unauthorized transfer of permits voids the permit. Vehicles parked using a voided permit will

be cited.

- 4.1.3. **No person may alter or deface, duplicate without permission** or unlawfully remove a parking permit from any vehicle; nor shall any person use or possess any permit not specifically issued to them or that is illegally transferred to them. Altering a permit voids it. Vehicles parked using a voided permit will be cited.
- 4.1.4. **Permits illegally transferred** to another vehicle may be confiscated as evidence and the vehicle immobilized by 'Denver Boot'. Any past due SJSU parking citations must be paid in full, or arrangements made for payment, before an immobilized vehicle is released. A fee will be charged to release the vehicle.
- 4.1.5. **Students violating provisions of these regulations** may be subject to disciplinary action by the Office of the Vice President for Student Affairs. Employees violating provisions of this section may have their names referred to department managers.
- 4.2. **Four-wheel vehicles** - All regular University parking permits must be clearly visible from outside the front windshield. Permit must be affixed to front windshield.
- 4.3. **Two-wheel vehicles** - Affix the parking permit to the left front fork six inches above the axle.
- 4.4. **Convertibles/Car Covers** - Vehicles with convertible tops or car covers must have a valid permit registered to them and visible to the Parking Enforcement Officer, as do all other vehicles.
- 4.5. **Loaner or Rental Vehicles** - The Parking Services will issue a temporary parking permit to qualified permit holders for use on rental or loaner vehicles.
- 4.6. **Temporary Permits** - The Parking Services may issue single day or short-term complimentary permits to qualified student and employee permit holders as needed (e.g. forgot to transfer permit from another vehicle.)
- 4.7. **Refund of Parking Fees** - Application for a refund of unused parking fees may be made at the Parking Services. Refunds are prorated in accordance with Section 41803, Title V, California Administrative Code. Authorization to park on campus granted by purchase of a parking permit automatically expires at the completion of the term specified on the permit or upon termination of employment or enrollment in good standing at the University.
  - 4.7.1. Day Permits Non-Refundable.
- 4.8. **Requirement to Pay Parking Fee** - Students and employees parking on University property shall pay a daily fee or purchase a long-term parking permit as applicable. A Special Events parking fee may be charged for such activities as concerts, athletic events etc. Regular parking fees are utilized to maintain parking facilities, pay salaries of personnel concerned with parking operations, purchase land and construct new facilities, purchase equipment and amortize bonded indebtedness.
- 4.9. **Replacement of Permits** - There is no charge to replace worn out or damaged permits or permits reported stolen to the University Police Department. There is a charge for replacement of lost parking permits. Permit numbers reported as stolen are placed on a "hot sheet" and their subsequent use carries substantial penalties.
- 4.10. **Cancellation of Parking Privileges** - The University reserves the right to cancel, suspend or revoke parking privileges of any student, employee or visitor at any time for due cause. All Parking Permits are the property of the University.

## 5. **PARKING REGULATION ENFORCEMENT**

Any violation of any regulation that is not a misdemeanor governing the standing or parking of a vehicle under California Vehicle Code Section 40200 is subject to a civil penalty governed by civil administrative procedures as set forth in the CVC. Violations of Traffic and Parking regulations at SJSU are noted by issuing parking

citations. For purposes of these regulations, the registered owner and driver, rentee or lessee of any vehicle cited for violation of these regulations shall be jointly liable for parking penalties imposed under these regulations, unless the owner can show that the vehicle was used without consent of that person, expressed or implied. The driver of a vehicle who is not the owner thereof but who uses or operates the vehicle with the express or implied permission of the owner shall be considered the agent of the owner to receive notices of parking violations served in accordance with these regulations and may contest the notice of violation.

## 5.1. **Parking Regulations**

- 5.1.1. Any person who operates any motor vehicle on University property shall abide at all times by the California Vehicle Code, University and all other applicable parking or traffic regulations.
- 5.1.2. **Permission to Enter Campus Revoked** - It is illegal to enter or drive on campus after permission has been revoked for cause.
- 5.1.3. **Campus Speed Limit** - Maximum speed limit on campus is 5 mph. Violators may be cited.
- 5.1.4. **Designated and Assigned Parking Areas** - no vehicle shall park on campus except in those areas specifically set aside and designated as parking areas.
- 5.1.5. **Prohibition Against Parking in Controlled Areas** - no vehicle shall park where official signs control or prohibit parking.
- 5.1.6. **Prohibition Against Parking Along a Red Curb** - no vehicle shall park along any red curbing (CVC 22500.1). No vehicle may park so as to block any driveway, doorway or stairway.
- 5.1.7. **Prohibition Against Parking over Stall Lines** - All vehicles must park between parking stall lines. No vehicle shall park in such a manner so that it occupies more than one parking space or stall as designated by painted lines. Parking over a stall line may constitute a violation of this section. The fact that any other vehicle may have parked over a stall line and so occupies any portion of another space shall not constitute an excuse or defense for violating this section.
- 5.1.8. **Illegal (Dead) Storage** - No person may abandon, wreck, dismantle or render any vehicle inoperable on University property. Emergency repairs or emergency parking of disabled vehicles is permitted only with the approval of the Parking Services or University Police Department. Vehicles in violation of this section may be cited and a 72-hour towing notice posted. Failure to remove a vehicle after notification may result in the vehicle being towed at the registered owner's expense.
- 5.1.9. (deleted)
- 5.1.10. **Prohibition Against Overnight Parking** - no overnight parking is permitted on University property, except as authorized by University regulations or the Parking Services. Generally, vehicles with 'E', 'R' and 'H' permits may park overnight in the South (7th Street) Garage only. Persons with disabled vehicles should notify the Parking Services or the University Police Department. Special arrangements for overnight parking (e.g. field trips) can be made by contacting the Parking Services.
- 5.1.11. **Motorcycles and Other non-Four Wheel Vehicles** - Motorcycles, motorscooters, mopeds and three-wheel vehicles may park only in designated parking spaces in parking structures or lots. Such vehicles may not be operated on campus property or use regular parking spaces. On-duty members of the University Police Department are exempt from this regulation.
- 5.1.12. **Authority to Place Barriers** - Barriers, fences, signs, posts or other traffic or control devices may be placed at any location necessary for the safety of the public and/or work crews.

Removal or moving any such safety or warning device is prohibited. Violators may be cited.

- 5.1.13. **Prohibition Against Parking on Sidewalks** - no person shall park a vehicle on any University sidewalk, crosswalk, driveway or landscaped area without the express authorization of the Parking Services or University Police Department. A permit authorizing exceptions to this regulation must be obtained from the Parking Services before any vehicle is driven onto any non-public walkway or roadway of the University. Under no circumstances does a sidewalk-parking permit authorize any vehicle to block any campus driveway, walkway, stairs or fire lane. Vehicles so doing may be cited or impounded at the registered owner's expense.
- 5.1.14. **Loading and Unloading** - Persons wishing to load or unload a vehicle on University property must obtain and properly display a valid permit from the Parking Services. Such permits restrict time and place. Parking on sidewalks must be limited so as to minimize danger to pedestrians and maintain an access for emergency vehicles at all times. Vehicles parked on University sidewalks in violation of regulations **may be towed** at the registered owner's expense.
- 5.1.15. **Pedestrian Right-of-Way** - Pedestrians shall be given the right of way at all times. Motorists should exercise utmost caution and courtesy when driving on campus.
- 5.1.16. **Disruptive Vehicle Alarms** - A University Police Officer may issue a citation and order the removal of a vehicle parked on the university when:
- a) An alarm device or horn within the vehicle has been activated and disrupts University functions,
  - b) The police officer or agents of the University are unable to locate the owner of the vehicle within 10 minutes from the initial time of arrival at the vehicle's location and the alarm continues to sound.
  - c) A citation will be issued for a violation of 21113 (a) CVC for each incident. No more than one citation will be issued in a 24-hour period. The fine for a disruptive vehicle alarm will be \$40.
  - d) Violation of this policy in and of itself revokes permission for the offending vehicle to be parked on the University campus. If the vehicle alarm continues to sound, the responding officer will follow procedure as stated in Section 22651.5(a) of the California Vehicle Code and tow the vehicle at the owner's expense.
- 5.1.17. **Prohibition of Use of Bicycles, Skateboards and Roller-skates in or around Garage** - The use of bicycles, skateboards, roller-skates (and any similar devices, such as rollerblades) in University garages or parking lots and in and around the entrances and exits of campus parking facilities poses a serious safety hazard and is strictly prohibited. (CVC 21113 (f).)
- 5.1.17.1. **Prohibition of Use of Skateboards, Roller-skates, Rollerblades on Campus** - Skateboards, roller-skates (and any similar devices, such as rollerblades) shall not be ridden or used on University property at any time.
- 5.1.17.2. **Regulation of Bicycles and Unicycles** - Bicycles and unicycles shall abide by all regulations as posted throughout the campus. On-duty members of the University Police Department are exempt from these regulations.
- 5.1.18. **Damage to University property by parked vehicles** - all vehicles parked on the sidewalks shall not leak oil or other substances onto the sidewalk. Vehicles shall use oil trays if appropriate. Violators will be warned for a first offense and then cited. Repeated violation may result in the towing of the offending vehicle at the owners expense.

6. **PARKING REGULATIONS Misc.**

State law governs use of funds collected as a result of violations of University parking regulations. Neither the University Police Department nor the Parking Services receive any direct benefit from writing or collecting parking violations. State law provides that funds collected by forfeiture of the parking penalty be used

principally to underwrite the University's Alternative Transportation Program (ATP). The ATP makes substantial contributions to the student and employee Transportation Access Program, vanpools, support of the student Altrans organization, compliance with Bay Area Air Quality Management District regulations and many other programs and activities.

- 6.1. **Administrative Adjudication Program** - Appeal of parking citations is governed by administrative adjudication procedures set forth in CVC Section 40200. The section provides a process for reviewing parking citations that the citation recipient believes is issued in error or for which there are mitigating circumstances. There are three steps available to persons who wish to contest a University parking citation:

1) Citation Initial Review - Forms are available at the University Police Dept. or by going to [SJSU Parking Online Services](http://sjsu.t2hosted.com/) (<http://sjsu.t2hosted.com/>). Citations must be paid or a review requested within twenty-one (21) days of its issuance. A citation recipient will be notified in writing 2 to 4 weeks (after receipt of the completed review form) whether the citation is dismissed or if the appeal has been denied. If denied, a citation recipient may pay the penalty and request a 2nd level Administrative Hearing. The University contracts with the City of San Jose to provide this service.

2) Administrative Hearing - To schedule hearing, citation recipients must post the full amount of the parking penalty with the Parking Services within twenty-one days (21) of mailing of the initial review results. You will be notified by mail of Hearing Date, ten days prior to appointment date. If you cannot make the hearing date, you may reschedule one time only. You must contact Parking Service regarding the rescheduling; failure to do so constitutes failure to appear. Failure to appear for a hearing will result in a finding of "liable" and the forfeiture of the parking penalty. If a citation recipient is found "not liable" for the violation, the full amount of the penalty will be refunded by mail.

3) Superior Court Hearing - If a citation recipient is found "liable" and still wishes to challenge the citation, the recipient may make a hearing date before a superior court judge. The court imposes a hearing fee that must be paid by the citation recipient directly to the court before a hearing is set. If the court finds the recipient "liable" for the violation, the fee and the violation penalty are forfeited. If the recipient is found "not liable", the court fee and penalty are refunded by mail.

4) Waiver of Deposit - The manager of Parking Services, or his or her designee, may waive the required deposit of the full amount of the violation penalty upon determination of hardship. A written declaration of financial condition, AFDC or general assistance check stubs, proof of student aid loan and other documents will be considered. The manager also may extend the time before a hearing appointment is set up to 90 days to give an individual the opportunity to raise the full amount of the deposit.

A finding of "liable" by a hearing officer or municipal court judge means that the full amount of the SJSU penalty plus any applicable late fees is due and payable no later than forty-five days from the date of the hearing.

- 6.2. **Immobilizing, Towing and/or Impoundment of Vehicles** - Any vehicle parked upon University property may be immobilized, towed and/or impounded for violation of University Regulations as set forth herein or for other due cause. Neither The California State University (including its Board of Trustees, officers and agents) nor San Jose State University (including its officers, employees and agents) shall be liable for loss or damage of any kind resulting from such immobilization, towing or impoundment. Persons desiring to have immobilized vehicles released must appear at the University Police Department to obtain a boot release clearance before requesting Parking Services remove the device. Boot removal is subject to availability of staff. Boots will be removed as soon as possible after clearance; however, no representation as to when removal will be completed is either expressed or implied.

- 6.2.1. **Conditions Permitting Immobilizing, Towing or Impoundment** - Vehicles may be immobilized, towed or impounded without prior notice under the following circumstances:
- a) For **five** or more outstanding parking violations.
  - b) Parking unattended in a fire lane.

- c) When, in the judgment of a University Police Officer, the vehicle obstructs, or may impede, the flow of traffic.
- d) When, in the judgment of a University Police Officer, the vehicle poses an immediate threat to the public safety.
- e) When a University Police Officer has probable cause to believe that the vehicle contains or constitutes evidence of a crime (e.g. stolen permit), and in the officer's judgment, immobilizing, towing or impoundment is necessary to preserve evidence.
- f) When a driver is arrested and/or deprived of the right to leave with his/her vehicle and the University Police Department is charged with the responsibility for the safekeeping of the vehicle.

6.2.2. **Redemption of towed or impounded vehicles** - Redemption must be made through the University Police Department, 924-2222.

6.2.3. **Tow/Impoundment Hearings** - A University Police administrator acts as a hearing officer in cases where a tow or impoundment is disputed. Appointments for hearings can be made by contacting the University Police Department at 924-2222.

### 6.3. Penalties for Parking Violations

**San Jose State University Schedule of Penalties** - Current as of January 1, 2018.

Altered Permit.....	CVC 21113 (a) .....	\$90
Blocking a Driveway .....	CVC 22500 (e) .....	\$53
Parked in a Bus Loading Zone .....	CVC 22500 (i).....	\$45
Parked in a Disabled Space .....	CVC 22507.8 (a) .....	\$351
Disruptive Car Alarm/Horn.....	CVC 21113 (a) .....	\$45
Expired Hourly Permit.....	CVC 21113 (a) .....	\$23
Use of Lost/Stolen/ Forged Permit .....	CVC 21113 (a) .....	\$400
Tampering or Removal/Theft of Boot .....	CVC 21113 (a) .....	\$500
Illegal (Dead) Storage.....	CVC 21113 (a) .....	\$45
(daily with no permit)		
Not Parked within Stall Lines.....	CVC 21113 (a) .....	\$23
Misuse of Parking Permit.....	CVC 21113 (a) .....	\$175
Parked in More than One Space .....	CVC 21113 (a) .....	\$45
No Valid Permit.....	CVC 21113 (a) .....	\$45
Parked in a no Parking Zone .....	CVC 21113 (a) .....	\$53
Parked Overnight.....	CVC 21113 (a) .....	\$23
Parked in a Red Zone.....	CVC 21113 (a) .....	\$53
Parked in a Special Purpose Zone.....	CVC 21113 (a) .....	\$45
Wrong Day (Specified Day Permits).....	CVC 21113 (a) .....	\$23
Parked over Time Limit.....	CVC 21113 (a) .....	\$40
Other .....	CVC 21113 (a) .....	\$45
Boot Removal Administrative Fee .....		\$50

End  
Revised 11/21/18nn