Parking/Traffic

Policy Ref
PPM00083

Policy Title
Parking/Traffic

DRIVER RESPONSIBILITY
All drivers must:
- Operate and park their vehicles in a safe manner;
- Properly display valid parking stickers on their vehicles;
- Park only in marked spaces, keeping their vehicles within the boundary of the parking space;
- Notify public safety immediately if their vehicles become disabled and have them removed within 48 hours. An abandoned vehicle will be removed at the owner's expense;
- Obey all college parking and traffic regulations as contained herein; and
- Yield to pedestrians.

PARKING STICKERS AND HANDICAP PERMITS
Credit student and employee drivers must properly display current parking stickers on the vehicles they park at the college each day. Student parking stickers are available at the college information desk. It is, however, the student’s responsibility to ensure that a sticker is obtained. Employee stickers are distributed by human resources.

Display current-dated parking stickers as follows:

**Cars and trucks**
- Adhere sticker securely to the right side of the rear bumper.
- Temporary or handicap parking permits must be displayed on the left front corner of the dashboard.

**Motorcycles**
- Adhere sticker securely to the front forks.

Handicap permits can be obtained on a temporary basis through public safety for students with physical disabilities who lack state-issued license plates or hang tags. A physician’s written statement is required.

PARKING/TRAFFIC VIOLATIONS

$20 FINE:
- Parking on the grass, in an intersection or in a roadway.
• Parking in a walkway, crosswalk or in a yellow-curbed area.
• Parking over the line (marked boundary) of a parking space.
• Illegally parking in a handicap space.
• Illegally parking in a reserved or employee space.
• Parking in a loading zone or fire lane.
• Parking in front of a fire hydrant.
• Parking in area designated no parking at any time.
• Parking 48 consecutive hours in the same space.
• Blocking another vehicle.
• Disregarding one-way sign.
• Exceeding speed limit.
• Driving in an unsafe manner.
• Failure to stop at stop sign.

TOWING
Vehicles can be towed at the owner's expense for a parking/traffic violation at the discretion of the public safety officer who has issued the citation.

PAYMENT OF FINES
Fines can be paid in person at the cashier’s office or by mail to: Cashier, Wor-Wic Community College, 32000 Campus Drive, Salisbury, MD, 21804. Those paying in person must present the citation to the cashier. Those paying by mail must write the citation number on their check. Employees can request to have fines deducted from their pay.

PARKING/TRAFFIC VIOLATION APPEALS
Any violation can be appealed to the director of public safety within 14 calendar days from the date of the violation. If the appeal is not filed within 14 calendar days, the right to appeal is forfeited. In order to file an appeal, violators should complete the reverse side of the citation (additional documentation can be attached) and call (410) 334-2911 to schedule an appointment with the director of public safety.

If the first appeal is denied, the violator can contact the director of student engagement at (410) 334-2891 within 14 calendar days of the date of denial to schedule a hearing before the student-faculty disciplinary committee.

If the committee denies the second appeal, the fine must be paid within 14 calendar days from the date of the denial or a late fee of $5 is added to the fine. Students with unpaid fines cannot obtain grades or transcripts, register for classes or participate in commencement.