

# LEEWARD COMMUNITY COLLEGE

## PARKING RULES, REGULATIONS AND PROCEDURES

Effective Date:

Prior Dates Amended: None

Responsible Office: Security

Parking at the Leeward Community College campus is managed by Administrative Services, Campus Security. These parking rules and regulations are based on the following administrative rules and policies:

- [State of Hawaii Administrative Rules: Title 20 – University of Hawaii, Subtitle 1 – University of Hawaii Board of Regents, Chapter 12 – Parking and Operations of Motor Vehicles \(November 2017\)](#)
- [University of Hawaii Board of Regents Policy, RP Chapter 10.207 Parking and Operation of Motor Vehicles \(March 2018\)](#)
  - [Attachment 5 - Parking Fees for the Leeward Community College Campus](#)
- [University of Hawaii Executive Policy, EP 10.501 Parking and Operations of Motor Vehicle \(October 2014\)](#)

### 1. PURPOSE

The purpose of these rules and regulations is to reduce traffic congestion and provide for orderly parking on the campus. Adequate traffic and parking control must be implemented for the safety and welfare of the campus community.

### 2. DEFINITIONS

- “Board” refers to the University of Hawai‘i Board of Regents.
- “Campus” refers to all lands controlled by the University of Hawai‘i and under the jurisdiction of the College.
- “Chancellor” refers to the Chancellor of Leeward Community College and shall include the chancellor’s authorized designee.
- “College” refers to Leeward Community College (LeeCC).
- “Contractors” shall include any person actively delivering goods and/or performing services under contract or under a business relationship with the College.
- “Employees” refers to and shall include the faculty, staff and administration employed by the University of Hawai‘i and performing work related duties at Leeward Community College.
- “Motor Vehicle” shall include but not limited to automobiles, trucks, mopeds, and motorcycles.
- “Student” refers to any full-time or part-time University of Hawai‘i credit or non-credit student enrolled and/or attending courses at any of Leeward CC’s campuses.
- “Student Employees” refers to any full-time or part-time University of Hawai‘i student being employed at Leeward Community College that is contingent on their enrollment.
- “University” refers to the University of Hawai‘i.
- “Visitor” shall include any person who is not a student or employee as defined above who is actively conducting official business at the College.

### 3. DELEGATION OF AUTHORITY

The University of Hawai'i President is delegated the authority to promulgate practices and procedures governing parking and operation of motor vehicles on University campuses. In consideration of the uniqueness of each campus, the President delegates authority to Chancellors to promulgate practices and procedures to govern parking and operation of motor vehicles on the Chancellor's respective campus in the context of Title 20, Chapter 12, Parking and Operations of Motor Vehicles, Hawai'i Administrative Rules. ([From EP 10.501](#))

### 4. MAP OF PARKING AREAS

See Appendix 1.

LeeCC maintains seven parking lots with unreserved marked stalls and four parking lots with restricted use only stalls.

#### Parking Lots with Marked Stalls

- Lot 1A located Diamond Head of DH-B and mauka of CE portables
  - 187 Unreserved stalls
  - 8 Visitor stalls
  - 8 ADA stalls
- Lot 1B located makai of CE portables
  - 191 Unreserved stalls
  - 6 ADA stalls
- Lot 2 located mauka of Education building
  - 183 Unreserved stalls
- Lot 3 (Main) located mauka of Language Arts and Learning Commons buildings
  - 388 Unreserved stalls
  - 30 Visitor stalls
  - 4 ADA stalls
  - 8 Electric Vehicle stalls (no chargers)
  - 1 State Vehicle stall
  - 3 Reserved stalls
- Lot 4A located mauka of Physical Science and Biological Science buildings
  - 315 Unreserved stalls
  - 6 ADA stalls
  - 7 Electric Vehicle stalls (no chargers)
  - 6 Electric Vehicle stalls (with chargers)
  - 1 State Vehicle stall
  - 9 Reserved stalls
- Lot 4B located mauka of Math & Science building
  - 159 Unreserved stalls
  - 5 ADA stalls
- Lot 5 located makai of Tuthill courtyard
  - 115 Unreserved stalls

#### Parking Lots with Restricted Use Stalls Only

- Theater Lot 1C located makai of Theatre building

- 3 ADA stalls
- 1 Reserved stall
- 2 Commercial Loading Zone stalls
- 1 10-Minute Loading Zone stall
- Children's Center Lot 5A located makai of MS building
  - 2 ADA stalls
  - 4 Reserved stalls
  - 1 15-Minute Loading Zone stall
- Automotive Lot 5B located mauka of the ET building
  - 2 ADA stalls
- Shadehouse Lot 5C located ewa of the tennis courts
  - 1 ADA stall

## 5. Application Procedure

All students and employees are required to have a valid parking permit issued at no cost by LeeCC to park at LeeCC's Pu'uloa campus. Application for parking permits may be found online via a link(In-Progress) on the LeeCC website under the Parking section. Parking permits may be obtained at the Cashier's Office window, AD Building, 1st floor, Ewa mauka corner Monday through Friday (excluding official holidays), 8:00 a.m. to 3:30 p.m., or at other times set by the Chancellor.

Students and Student Employees must:

- Have a valid Leeward CC student ID or verification of Student Employment via HR.
- Possess a valid driver's license.
- Possess valid proof of insurance for the motor vehicle listed on the application. The length of the insurance coverage for the motor vehicle must, at minimum, remain valid throughout the entire validity period of the parking permit being applied for.
- Complete a parking permit application (online or available at the Cashier's Office).
- Not transfer the parking permit to another individual. Only one parking permit per academic year shall be issued to each applicant.

Employees must:

- Be currently employed by the University.
- Possess a valid driver's license.
- Possess valid proof of insurance for the motor vehicle listed on the application. The length of the insurance coverage for the motor vehicle must, at minimum, remain valid throughout the entire validity period of the parking permit being applied for.
- Complete a parking permit application (online or available at the Cashier's Office).
- Not transfer the parking permit to another individual. Only one parking permit per academic year shall be issued to each applicant.

In the event that the parking permit is inadvertently left in another vehicle a temporary parking permit shall be requested via the Campus Security Office, LA 238.

Replacement parking permits must be applied for at the Cashier's office and a replacement fee may be assessed.

## **6. Visitors Parking**

Visitor's Only Parking in Lots 1A and 3. Entrance to the Visitor Parking Lot (1A) is through Gate #1 off of Ala 'Ike. Entrance to the Visitor Parking Lot (Lot 3) is through Gate #3 off of Ala 'Ike. Visitors shall only park in the marked visitor stalls adjacent to the Diamond Head side of CE building for Lot 1A or mauka from the city bus stop in Lot 3. Parking is limited to 3 hours. If the visit is anticipated to be longer than 3 hours, an extension must be authorized by Campus Security, LA 238. Students, faculty, and staff are not permitted to park in the Visitor's Parking area. Vehicles parked in violation of this provision are subject to citation.

## **7. Chancellor's Authority and Priorities**

The Chancellor shall have authority to:

1. Provide ample reserved stalls for motor vehicles owned or operated by the University;
2. Provide loading zone areas;
3. Provide ample reserved stalls for ADA parking;
4. Establish priorities in issuing parking permits to employees and students;
5. Issue special parking permits to certain University employees whenever the performance of their position depends on it;
6. Install temporary and/or permanent traffic control signs, signals, and traffic control devices, and
7. Execute appropriate actions as necessary or desirable to control traffic and/or parking.
8. Modify this document as necessary to ensure the overall safety of the campus community relating to parking and traffic control.

## **8. General Regulations**

1. Area of Authority. These rules and regulations shall govern the parking and operation of all motor vehicles on the campus.
2. Time. These rules and regulations shall be in effect twenty-four hours daily throughout the year.
3. Signage. Compliance with all official posted traffic control signs is required.
4. Access and Parking Areas.
  - a. Access. Motor vehicle access to the campus shall be authorized only for vehicles showing or displaying a proper parking permit.
  - b. Parking. Parking is allowed in marked stalls only or in areas otherwise approved by the Chancellor.
  - c. Denial of Entry and/or Use. Access to the campus may be denied for any of the following reasons: Motor vehicles making excessive noise, vehicles causing a disruption to the College operations, and any other situations deemed not an official activity related to the College operations.
  - d. Special Event Access and/or Special Use. Any exemption(s) and/or special accommodation(s) related to this document may be provided by the Chancellor on a case-by-case basis for official special event access needs at the College.

5. Vehicle Removal. Any motor vehicle may be removed from the College and stored by the tow company at the expense of the owner if it is in violation of these rules and regulations.
6. Permit Validity Period.
  - a. Student parking permits shall be valid beginning 14 calendar days before the first instructional day of Fall Semester and expire on the first instructional day of the following Fall Semester.
  - b. Employee parking permits will be valid for a 3 year cycle duration. Permits can be re-issued valid for the duration of employment at LeeCC.
7. LeeCC may issue parking permits in reasonable relation to the number of parking spaces available. The Chancellor may adjust the ratio of parking permits to the number spaces available as the need arises without a public hearing.
8. Contractors servicing LeeCC may be allowed access and parking on the campus without a parking permit, provided the Contractor uses a vehicle clearly marked with the business name on the exterior of the vehicle. Contractors utilizing personally owned vehicles must check in with Security upon arrival.
9. Enforcement. These rules and regulations shall be enforced by persons authorized by the Board or by the Chancellor for the purpose of issuing citations.
10. The University of Hawai'i and Leeward Community College and employees of any of these entities shall not be responsible or liable for any loss or damage occasioned by fire, theft or other casualty to motor vehicles or any contents therein. All owners and operators of motor vehicles parked or operated on campus shall assume all risks.
11. Each owner and/or operator of a motor vehicle parked or operated on campus shall indemnify and save harmless the University of Hawai'i and Leeward Community College from and against all claims, demands, costs, and expenses whatsoever arising out of or in connection with parking or operation of such motor vehicle on campus.

**9. Violations and Penalties**

Violators may be subject to any or all of the following: citation, fines, non-payment penalties, removal of vehicle and revocation/suspension of parking permit. Fines shall be paid no later than 15 calendar days from the date of issuance of the citation. An additional \$10.00 penalty shall be assessed for each fine not paid within 15 calendar days from the date of issuance of the citation. All fines shall be paid in-person at LeeCC Cashier's Office or online via [MyUH Services](#).

	Original Fine	With 15 Calendar Days Non-Payment Penalty
Parking in prohibited areas including but not limited to the following: -lawns, planted areas, and grounds under repair;	\$40.00	\$50.00

<ul style="list-style-type: none"> <li>-median strips, sidewalks, driveways, and crosswalks;</li> <li>-No Parking areas or along curbs painted red;</li> <li>-(obstructing) fire hydrants or (parking in) fire lanes;</li> <li>-(obstructing) vehicular or pedestrian traffic;</li> <li>-official bus or shuttle stops.</li> </ul>		
Parking in an area not designated for that specific type of vehicle.	\$40.00	\$50.00
Operating or parking a vehicle within a university building.	\$40.00	\$50.00
Double parking or vehicles not placed wholly within the lines or boundaries of the parking space	\$40.00	\$50.00
Parking in a reserved stall	\$50.00	\$60.00
Using a disabled placard, but refusing to present a valid identification card issued under Chapter 291, Hawai'i Revised Statutes, to an enforcement officer upon request.	\$260.00	\$270.00
<p>Parking in a space reserved for persons with disabilities and:</p> <ul style="list-style-type: none"> <li>(i) Failing to properly display a windshield placard or special license plate authorizing use of such parking space in accordance with Part III of Chapter 291, Hawai'i Revised Statutes; or</li> <li>(ii) Displaying an invalid windshield placard or special license plate; or</li> <li>(iii) Using a windshield placard or special license plate that was not issued to the driver or to any passengers occupying the vehicle in the parking space.</li> </ul>	\$260.00	\$270.00
Parking in a space reserved for persons with disabilities by a person who has been issued a valid windshield placard or special license plate that is currently in effect, but failing to properly display the windshield placard or special license plate.	\$260.00	\$270.00
Using a placard or special plate not issued to driver	\$260.00	\$270.00
With or without a valid windshield placard or special license plate:	\$260.00	\$270.00

(i) Parking in an access aisle adjacent to a parking space reserved for persons with a disability; or  (ii) Obstructing the ingress or egress to a parking space reserved for persons with a disability.		
Parking in a space reserved for persons with disabilities and refusing or failing to present an identification card issued under Chapter 291, Hawai'i Revised Statutes, or the rules adopted thereunder to an enforcement officer upon request.	\$260.00	\$270.00
Parking in a loading zone longer than 15 minutes.	\$50.00	\$60.00
Parking in the wrong zone.	\$40.00	\$50.00
Parking without a parking permit.	\$40.00	\$50.00
Failure to display a parking permit or displaying it at an improper location.	\$40.00	\$50.00
Failure to pay the hourly or daily parking rate.	\$40.00	\$50.00
Falsifying information on an application.	\$50.00	\$60.00
Displaying or using an invalid parking permit or pass.	\$40.00	\$50.00
Possessing or using counterfeit, altered, defaced, illegally transferred, or stolen parking permit.	\$100.00	\$110.00
Driving on areas other than streets, roads, or parking areas.	\$97.00	\$107.00
Exceeding the 15 mph or other posted speed limits on campus.	\$97.00	\$107.00
Reckless driving (operating a vehicle in disregard of the safety of persons or property).	\$97.00	\$107.00
Failure to heed directions of a duly authorized officer.	\$97.00	\$107.00
Failure to heed directions of an official sign and/or symbols.	\$97.00	\$107.00
Moving violations of the City & County of Honolulu Traffic Code not otherwise specified herein.	\$97.00	\$107.00
Parking or operating a bicycle or moped in violation of the City & County of Honolulu Traffic Code (not otherwise specified herein).	\$72.00	\$82.00
Failure to make a complete stop at an official stop sign.	\$97.00	\$107.00
Transporting a bicycle, moped, or motorcycle in an elevator.	\$40.00	\$50.00

Damaging campus signs, parking gates, or parking appurtenances.	\$100 + Cost of Repair or Replacement	\$110 + Cost of Repair or Replacement
Repeat violation of parking regulations	\$100.00	\$110.00
Vehicle or its alarm system making excessive or unusual noise (noise in excess of the usual noise which would necessarily result from the operation of a vehicle when reduced to the minimum by a muffler) or causing a disturbance, or both.	\$72.00	\$82.00
Moving any barricade or parking within any barricaded area.	\$97.00	\$107.00

**10. Appeals**

Any person may appeal a citation within 15 calendar days after the date of issuance of the citation. Appeals must be submitted in writing on a form(In-Progress) to be provided by LeeCC. To have an appeal reviewed, the appellant must also pay all fines imposed as provided in Section 8. All appeals shall be reviewed by an officer to be designated by the Chancellor. The appellant will be notified of the decision in writing. If the decision is adverse to the appellant, the appellant may further appeal the matter to the Board of Appeals, which shall be composed of a student, faculty member, and a staff member, all to be appointed by the Chancellor. The decision of the Board of Appeals shall be final within LeeCC. If the appeal is upheld, the amount of fine(s) collected shall be refunded.

Section 10.1 Administrative Procedures

1. The public may obtain information or make submittals or requests relative to parking and traffic matters by addressing a letter to the Chancellor of LeeCC stating the specific question, submittal, or request.
2. The following rules of practice on parking and traffic matters are adopted:
  1. Persons who feel that they have received a parking or traffic citation in error or whose vehicle was towed away by LeeCC or who otherwise wish to discuss parking and traffic problems may discuss their complaint or problem in person with the Parking Manager or other authorized person designated to manage LeeCC's parking and traffic program. Such manager may void citations and/or waive towing and storage charges upon review of the facts of each case.
  2. Persons whose appeals from parking and traffic citations are denied by the reviewing officer may further appeal said citation(s) to a board of Appeals appointed by the Chancellor and composed as prescribed in these rules and regulations. The appeal to the said Board must be filed at the Cashier's Office in writing within 7 calendar days of the date shown on the reviewing officer's denial. A decision of the Appeals Board shall

require a majority vote of the entire Board. In the event a member of the Board is absent, a temporary member thereof may be appointed by the Chancellor or his authorized representative from the class of membership the absent member represents. If the appeal is upheld, all or any portion of the fine paid shall be refunded as directed by the Appeals Board.

3. Petitions for the adoption, amendment or repeal of rules shall be in the form of a letter to the president of the University of Hawai'i stating with particularity the rule or rules proposed to be adopted, amended or repealed and also stating the reasons therefore. The President may confer with appropriate administrative and/or legal staff. The President shall within 30 calendar days of the receipt of the petition either deny the petition in writing, stating reasons for such denial or initiate proceedings in accordance with Section 6C-3, R.L.H 1955, as amended.
4. Petitions for declaratory rulings as to the applicability of any statutory provisions concerning parking or operation of motor vehicles on the campus or any rule or regulation herein shall be in the form of a letter to the President of the University of Hawai'i stating the interest of the Petitioner the ruling being requested. The President may confer with appropriate administrative or legal staff and shall render in writing a declaratory ruling or other order disposing of the matter.

#### **11. Effective Date**

These rules and regulations shall become effective as provided in Section 6C-4 R.L.H. 19955, as amended.

*Current as of November 21, 2022*

# Appendix 1

