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**Administrative Procedure**  
Chapter 6 – Business & Fiscal Affairs

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**AP 6750    PARKING****References:**

Education Code Section 76360;  
Vehicle Code Sections 21113 and 40220

The Vice President, Business Services or designee, shall be responsible for administering these procedures.

**General Information**

- A. Long Beach Community College District assumes no liability or responsibility for any damage or loss due to fire, theft, accident, or any other cause whatsoever to any vehicle or contents thereof parked on any District property.
- B. The responsibility of finding legal parking rests with the motor vehicle operator. Lack of space is not considered a valid excuse for violation of these procedures.
- C. These procedures are intended to promote safe and orderly movement of traffic within District property for the safe and orderly parking of vehicles and bicycles.
- D. All applicable provisions of the California Vehicle Code are expressly applicable both on and off paved roadways.
- E. Parking of motor vehicles and bicycles is limited to specially designated areas. Fee permits are required. Vehicles or bicycles parked in violation of the provisions of this code are subject to fines, towing, or impoundment.
- F. All persons who enter on the college are charged with knowledge of the provisions of this procedure and are subject to the penalties for violations of such provisions.

**Staff Parking Permits**

- A. Only contract faculty, administrators/managers, Board members, regular monthly classified/confidential staff, hourly faculty and LBCC Auxiliary, Inc. monthly employees will receive staff parking permits. Student employees shall not receive staff parking permits.
- B. District retirees will be issued a special retiree parking permit upon their retirement as follows:
  - 1. Classified and Management employees with twelve (12) or more years of District Service.
  - 2. Faculty with fifteen (15) or more years of District Service.
- C. Approved employees listed above will receive one free parking permit. The permit shall be hung on the inside rearview mirror with the permit number visible from the outside.
- D. Staff parking permits will be issued and recorded by District Parking Services. A Request for a Parking Permit must be completed by the employee and submitted to District Parking Services.

Student parking permits and staff parking permits are valid in student parking stalls. Students are not permitted to park in staff stalls except at times expressly posted at the entrance of the lot.

- E. The person to whom a permit is issued is responsible for its retention and shall report its loss, theft, or disfigurement from any cause to District Parking Services immediately.

### **Guest Parking Permits (One Day Only)**

- A. Guest parking permits may be secured from the Vice Presidents' offices, and the Superintendent-President's office. The date must be clearly written in ink and signed by the issuing party.
- B. Guest parking permits will be valid for only one day.
- C. Guest parking permits are valid in all general staff and student parking stalls.

### **Temporary Parking Permits**

- A. Temporary parking permits may be issued to guests who will be on campus for two or more days, limited term hourly employees (not student workers), and outside contractors. These permits are only valid for a specified time period up to a maximum of six months.
- B. Temporary permits are valid in all general stalls.

- C. Temporary permits are available from the following offices:

Department Heads' offices, Vice Presidents' offices, Superintendent-President's office, and the District Parking Services.

### **Parking Regulations**

- A. All vehicles parked on campus must display either a valid staff parking permit, a valid student parking permit, or a valid guest permit.
- B. Automobiles or other four-wheeled motor vehicles shall be parked only in parking lot areas and in designated parking stalls. Parking is not authorized anywhere else on campus.
- C. Two-wheeled motor vehicles may be parked within those parking lot areas designated for two-wheeled motor vehicles and in other designated parking stalls.
- D. Parking in a particular lot is restricted as indicated on signs posted at the entrance to the lot. Within the lots, parking may be restricted to stalls specifically marked. Stalls authorized for student parking are unmarked.
- E. All motor vehicles shall be parked parallel to painted space boundary lines. All vehicles must be parked "headed in" to an approved stall.
- F. Motor vehicles shall not be parked/stopped: (a) overnight on campus except by special permission granted by District Parking Services; (b) in stalls that are painted with multiple diagonal or red markings; (c) in driving lanes within the parking lots; (d) on campus roads, service roads, driveways, or sidewalks; and (e) along curbs that are painted red or are painted to indicate restricted zones exclusive of loading/passenger zones which must be used for the purpose intended.
- G. Only motor vehicles which display current State of California or other valid state handicapped/disabled person permits issued by the Department of Motor Vehicles may park in marked handicapped stalls.
- H. Bicycles shall be parked and locked in the bicycle racks provided on campus. Parking permits are not required for bicycles.
- I. All Vehicles parked at designated Electric Vehicle Charging Station (EVCS) stalls must be plugged into an EV charger and shall display a valid LBCC parking pass. Any vehicle that is parked at a designated EVCS stall and not actively charging or that does not display a valid LBCC parking pass will be subject to a citation. The District will charge an additional usage fee to cover the costs for electricity and EVCS

services to all users using the chargers. The fees are posted on LBCC website. <https://www.lbcc.edu/post/parking-fees>

- J. Clean Air Vehicle (CAV) parking spaces are designated for energy efficient vehicles only. The CAV program is administered by the Department of Motor Vehicles (DMV) in partnership with the California Air Resources Board (ARB). All vehicles parked at CAV stalls shall display a valid LBCC parking pass and display a CAV decal issued by the DMV. Any vehicle that is parked at a designated CAV stall without valid LBCC parking pass or without a CAV decal will be subject to a citation.

### **Traffic**

- A. The speed limit on campus roads and in parking lots is 10 miles per hour.
- B. Motor vehicles of any kind, except authorized District-owned service vehicles, shall not be driven or parked on campus sidewalks or service roads without special permission of District Parking Services.
- C. Drivers and pedestrians shall comply with directions given by Traffic Control Officers controlling the movement of traffic.
- D. Barriers, fences, posts or signs restricting traffic and parking shall not be placed or removed by anyone other than the local law enforcement authority, District Parking Services, or authorized District maintenance personnel.
- E. Pedestrians shall use marked crosswalks. A pedestrian having entered a crosswalk has the right of way over motor vehicles not yet within the crosswalk, but shall exercise due caution before entering a crosswalk. Walking on a campus road that is paralleled by a sidewalk is prohibited.
- F. For the safety of pedestrians, bicycles, skateboards, scooters and roller skates may not be ridden on campus sidewalks, walkways, or hallways. Authorized District personnel and local law enforcement are exempted from this provision.
- G. Motor vehicle operators and pedestrians shall comply with all posted signs and pavement and/or curb markings on campus.
- H. In the absence of any specific regulation applicable to the traffic, vehicle, and/or pedestrian upon campus, all the provisions of the Vehicle Code relating to traffic upon the highways shall be applicable to the traffic upon the campus driveways, paths, and grounds.

- I. All vehicles and pedestrians shall yield the right-of-way to emergency vehicles using flashing red lights and/or siren.

### **Violations**

In accordance with Vehicle Code Section 21113, it is a misdemeanor for any person to do any act forbidden, or fail to perform any act required in these procedures. Vehicles and bicycles parked in violation of any laws or of these procedures are subject to fines, towing or impoundment and may result in the violator receiving a parking or traffic court citation.

In accordance with Vehicle Code Section 21113, the District will enforce these procedures by issuing citations.

### **Enforcement**

- A. Parking and traffic regulations will be enforced through a joint action of District Parking Services, the local police authority and the Long Beach Municipal Court.
- B. Municipal Court citations will be issued to violators of campus parking and traffic rules by District Parking Services and the local policy authority.
- C. Fines for parking citations shall be paid to the City of Long Beach, Parking Citation Department. Bail/fines for traffic citations must be paid at the Long Beach Municipal Court Clerk's Office.
- D. A person who wishes to appeal a parking or traffic citation must arrange for a hearing at the Long Beach Municipal Court.

Also see BP 5030 Fees and BP 6750 Parking.

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**Revised:** December 8, 2009; May 22, 2019; July 20, 2022

*(Replaces former LBCC AR 7000)*