



# **ADMINISTRATIVE PROCEDURE**

SAN DIEGO UNIFIED SCHOOL DISTRICT

NO: 5015

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CATEGORY: **Support Services, Security Program**

EFFECTIVE: **5-12-70**

SUBJECT: **Parking Regulations and Enforcement**

REVISED: **9-30-04**

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## **A. PURPOSE AND SCOPE**

1. To outline administrative procedures for parking on school sites, at the Eugene Brucker Education Center, and at the Maintenance and Operations Center.

## **B. LEGAL AND POLICY BASIS**

1. **Reference:** Board policy: G-1000, G-1001; California Vehicle Code Sections 21113, *et seq.*
2. **Parking Regulations and Enforcement, Legal Basis.** California Vehicle Code Sections 21113, *et seq.*, authorizes the Board of Education to establish parking regulations and provide for their enforcement. The Vehicle Code as it applies to schools reads in part:

No person shall drive, stop, park, or leave standing any vehicle or animal, whether attended or unattended, upon the driveways, paths, or the grounds of any public school exempted in whole or in part from taxation, except with the permission of, and subject to, such conditions and regulations as may be imposed by the Governing Board.

The Governing Board or officer shall place appropriate signs giving notice of any special conditions or regulations that are imposed under this section, and shall prepare for examination by all interested persons, a written statement of all such special conditions and regulations.

## **C. GENERAL**

1. **Originating Office.** Suggestions or questions concerning this procedure should be directed to the School Police Services Department, Office of the Superintendent.
2. **Enforcement and Penalty.** San Diego Police and School Police Services officers are authorized to enforce parking regulations through issuance of citations. Recipient may post bail either personally at City Treasurer's Office, 1222 First Avenue, Third Floor, City Operations Building, San Diego, or by mailing to City Treasurer, P.O. Box X-1008, San Diego, CA 92101. Regular bail will double if not paid within twenty (20) days. City Treasurer handles all cases in which a defendant fails or refuses to post bail, in accordance with California law. If you feel you have received a ticket in error, you may appeal the ticket according to the process on the reverse side of the ticket. If an error was made, the ticket will be returned to the department it originated from.

3. **School Sites.** Principals of schools with critical parking problems may request posting of signs and subsequent enforcement of parking regulations on campus, either on a selective basis or on a continuous basis depending upon need. Generally, city and school district police officers will not enforce parking regulations unless requested to do so.
4. **Eugene Brucker Education Center**
- a. All employees assigned to work at the Eugene Brucker Education Center are required to display a parking decal on their vehicles. Decals are issued by the School Police Services Department, and are used to identify vehicles in case of an emergency.
  - b. All employees assigned to work at the Eugene Brucker Education Center must park their vehicles in designated parking areas. Vehicles parked in unauthorized areas or parked in “reserved” parking spaces belonging to someone else may be cited. Unauthorized areas include, but are not limited to, visitor zones, handicapped zones, fire lanes, loading zones, Placement and Appeal panel member, Human Resources panel member, Enrollment Options parent parking, visiting site administrator, union representative parking, and car pool.
  - c. General parking spaces are located throughout the Eugene Brucker Education Center. These spaces are available to employees who are assigned to work at the Eugene Brucker Education Center and who are not assigned a reserved space. These spaces are marked with a letter and number only (e.g., B11 and D36). Employees who are not assigned to the Eugene Brucker Education Center but must come to the center for district business should use the 1-Hour Visitor, Visitor Permit Only, or street parking.
  - d. **Visitor permit/visiting administrator parking.** Visitor permit parking has been set aside for employees/visitors who travel to the Eugene Brucker Education Center for meetings with district staff. Visiting administrators utilizing the “Visitor Permit” spaces must display their site administrator placard. All other visitors to the Eugene Brucker Education Center must obtain a permit from the School Police Services Department. Departments making arrangements for visitor parking should instruct the visitor to park in the visitor permit parking (located in the “G” Lot near the north entrance to the main building). The visitor must then go to the School Police Services office and obtain a permit.

- e. School Police Services will conduct annual audits of “reserved” parking spaces. Individuals assigned such spaces who fail to meet the criteria as outlined in C.5.a. may have their reserved parking revoked at the discretion of the School Police Services Department.
5. **Eugene Brucker Reserved Parking**
- a. **Criteria for reserved parking**
    - (1) All classifications listed on the management salary schedule.
    - (2) All Eugene Brucker Education Center employees who are required to travel to other sites on a daily basis as part of their regularly assigned duties conducting district business. Only employees who submit monthly request for mileage refund forms as outlined in Procedure 2510 are qualified. Random inspections of mileage reimbursement forms will be conducted by School Police Services.
    - (3) All employees who have been issued a permanent disability placard from DMV.
    - (4) Car pool.
  - b. **Procedure for obtaining a reserved space**
    - (1) Supervisor completes a reserved parking request form.
    - (2) Written request is sent to appropriate Executive Committee member.
    - (3) Executive Committee member approves request based on above criteria.
    - (4) Executive Committee member forwards request to the School Police Services Department.
    - (5) School Police Services Department assigns space based on availability.
    - (6) Once a reserved space is assigned, the employee will be issued a placard displaying the reserved space number. No duplicate placards will be issued by the School Police Services Department.

- (7) If no space is available, the request will be placed on a waiting list and the employee will be notified.
  - (8) No new spaces will be created to accommodate new requests.
  - c. School Police Services Department must be notified when an employee with a reserved space is transferred from the Eugene Brucker Education Center, resigns, retires, or no longer meets the criteria (5.a.).
6. **Maintenance and Operations Center.** Parking in the Maintenance and Operations Center parking lot is restricted to district employees and visitors who are conducting business with the San Diego Unified School District at the Maintenance and Operations Center. Employees of and visitors to other businesses in the area are not permitted to park their vehicles in the Maintenance and Operations Center parking lot at any time of the day or week. Signs to that effect are located at both entrances to the lot. Failure to adhere to this policy could result in vehicles being ticketed and/or towed away without any prior warning. See California Vehicle Code Sections 21113(A) and 22658.

#### **D. IMPLEMENTATION**

1. **Eugene Brucker Education Center. School Police Services Department:**
  - a. Assigns Eugene Brucker Education Center parking spaces and maintains necessary records.
  - b. Estimates number of decals required by May 30 of each year; orders decals and issues to employees upon receipt.
  - c. Issues citations in accordance with state and local law.
2. **Employees** place parking permit decals on rear bumper or rear window so entire decal is clearly visible. (More than one decal may be issued to an individual.)

#### **E. FORMS AND AUXILIARY REFERENCES**

1. Parking Citation, serial-numbered, NCR, 3-copy form, white/yellow/white cardboard, in books of 25 citations, used by School Police Services officers. (Must be a form approved by the City Treasurer, City of San Diego.)

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2. Reserved Parking Request form may be obtained from the School Police Services Department.
3. Visitor Permit Parking form may be obtained from the School Police Services Department.

**F. REPORTS AND RECORDS**

1. Parking citations are sent to the City Treasurer, City of San Diego (the official custodian of records).

**G. APPROVED BY**

*Kerry B. Flanagan*

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For the Superintendent of Public Education