

**California Lutheran University  
Thousand Oaks Campus  
Vehicle Code  
(CLUVC)**

**I. Preface**

The California Lutheran University, hereafter referred to as the University, and its Vehicle Code, hereafter referred to as VC, applies to all vehicles operated on the campus and properties under University control for educational and/or residential purposes. The CLU Department of Campus Public Safety has been authorized to administer and enforce the vehicle code including vehicle registration and parking enforcement for the University.

The University VC applies only to the Thousand Oaks campus and not to any satellite campuses maintained on non-University property.

It is the expectation of the University that employees, students, and visitors will comply with this vehicle code for the sake of safety and consideration of others. This vehicle code is effective as of March 10, 2008. The CLUVC is subject to changes without prior notice.

Certain streets and parking lots within the boundaries of the University are the private property of the University. Permission to enter is at the discretion of the University and be rescinded at any time. Drivers of vehicle or persons who are asked to leave University property and do not comply may be charged by Campus Public Safety with trespassing.

Any use of a vehicle (which also includes motorcycles, scooters, mopeds, electric carts, electric foot scooters, bicycles, roller blades, skates and skateboards) on the University campus is a privilege granted by the University, and is not a right of any employee, student, or visitor. The following regulations have been adopted by the University to facilitate vehicular movement, maximize parking, and enhance the safety of the campus community.

All privately owned vehicles, (as opposed to University owned vehicles) while in operation or parked within the confines of the University are restricted to the use of regularly designated streets and parking lots. The University may withdraw motor vehicle privileges from any student or employee with cause.

All vehicles parked on University property must display a current valid parking permit. All vehicles not displaying a valid parking permit are subject to citation and/or towing. All vehicles must be registered with the Department of Campus Public Safety within three (3) days of being on CLU property. Temporary permits for extended stays of up to 30 days, or overnight parking are available at the Department of Campus Public Safety. Parking tickets issued to vehicles not displaying a University parking permit may

only be rescinded within three (3) days of the date the vehicle was brought onto campus.

Permits are issued annually at the beginning of the fall semester and are good through September 30 of the following year for students. Faculty and staff permits are valid for up to two years. It is recommended that the initial parking permit be obtained in person at the Welcome Center.

Renewal permits are available on-line at

[https://www.callutheran.edu/safety\\_security/vehicle/](https://www.callutheran.edu/safety_security/vehicle/) It could take up to 2 weeks to receive a permit when applying on-line.

## **II. Required Maintenance of Financial Responsibility (California Vehicle Code Section 16020a)**

“Every driver and every owner of a motor vehicle shall at all times be able to establish financial responsibility specified in CVC section 16021, and shall at all times carry in the vehicle, evidence of the form of financial responsibility in effect for the vehicle.”

The Department of Campus Public Safety may require anyone registering a vehicle to present evidence that the vehicle is covered by liability and property damage insurance as required by California law (CVC Section 1605a).

## **III. Statement of Policy (CLUVC 1000)**

1000: The following driving and parking regulations are strictly enforced on all University owned properties. They are applicable to all students, employees, guests and visitors of the University.

1000(A): All individuals who operate a vehicle on University property agree to:

- a. Obtain, read, and abide by the CLUVC.
- b. Be currently registered, licensed and have the required vehicle insurance.
- c. Pay all fines and fees resulting from violations of the vehicle code.
- d. Protect and hold harmless the University and its students, employees and officers from all claims of injuries to persons or damages of property by reason of the operation of any vehicle on University owned or controlled properties.

1000(B): The University neither warrants nor assumes any liability for the safety of vehicles due to theft, loss of property, vandalism, accidents, or damage while the vehicle is on any University properties.

- 1000(C): Campus Public Safety and official University vehicles are exempt from the CLUVC in performance of their official duties. Official University vehicles are defined as those owned by the University.
- 1000(D): All provisions of the California Vehicle Code (CVC 21107.8) are applicable on campus except as modified by the CLUVC.
- 1000(E): All parking must be in a marked space unless directed by a Campus Public Safety Officer. Vehicles parked out of a space will be in violation of the CLUVC 3002(A).

#### **IV. Responsibilities**

- a. The person in whose name a vehicle is registered on campus shall at all times be responsible for any citation fines, penalties and any liability or damage claims arising in connection with the possession or operation of the motor vehicle on campus.
- b. For vehicles not registered at the University but located on campus, either with or without permission, the primary driver of the vehicle while on campus and/or registered owner as listed by the State Department of Motor Vehicles shall be responsible for all fines and penalties incurred and/or liability or damage claims arising in connection with the possession or operation of the vehicle on campus.
- c. The University assumes no legal responsibility for the care or protection of any vehicle or its contents at any time, including the time it is in any parking area or the time during which it has been impounded.

#### **V. Vehicle Registration Policy (CLUVC 2000)**

- 2000: A University parking permit is a privilege which allows a person to park and drive a vehicle on University properties as detailed in this code.
- 2000(A): Vehicle registration requirements: All students, faculty and staff are required to adhere to the following:
- All students, faculty and staff must register their vehicle(s) with the Department of Campus Public Safety within three (3) days of being on the CLU campus. Failure to do so will result in a parking ticket. Owners of ticketed vehicles must show proof that the vehicle did not exceed the three-day grace period in order for the fine to be waived.
  - There is no fee for registering a vehicle but there is a fine for failing to register.

- All vehicles must comply with the California Vehicle Code or the respective state vehicle code in which the vehicle is registered.
- Student parking fines not paid with 10 days will result in a hold on their student account. The hold will be removed when the fines are paid.
- Staff and faculty parking fines not paid within 10 days may result loss of campus parking privileges.
- No rebate of fees will be made.
- Each student and university employee may have only one vehicle on campus at a time.
- Students, faculty and staff are not visitors and will be cited for parking in spaces reserved for visitors.
- Any change in license number and/or vehicle shall be reported within three (3) working days to the Department of Campus Public Safety.
- Drivers may not apply for or possess multiple types of permits (R, C, S, H, or E) or display multiple permits on their vehicles. To do so may result in loss of parking privileges on the CLU Thousand Oaks Campus and imposition of a fine.
- Permits are not transferable from one vehicle to another. Each vehicle must be registered individually.

2000(B): Parking permit display: All parking permits must be clearly visible with an un-obscured permit number and validation date. On passenger vehicles and trucks the permit must be attached to the outside of the lower left side of the rear window. On motorcycles, Mopeds and scooters, the permit shall be attached to the rear fender or other clearly visible location. On vehicles without a rear window or convertibles, attached the permit to the lower left corner of the front windshield (driver's side).

- Students will be issued one (I) permit with an assigned number.
- Faculty and staff will be issued a parking permit for each vehicle with an assigned number.

2000(C): Temporary parking permits: These are available for rental cars, guest vehicles, and students with temporary vehicles. Visitors staying overnight shall obtain a temporary permit from the Campus Safety Office. Only the Department of Campus Public Safety will issue these permits after a Temporary Parking Request form has been completed and approved. Temporary permits are valid for a maximum of 30 days.

Note: Any attempts to misuse or fraudulently obtain a temporary permit to avoid registering a vehicle will be cause for the immediate loss of all driving and parking privileges on University property, and a mandatory fine. (CLUVC 5004A)

## **VI. Operation and Parking of Motor Vehicles (CLUVC 3000)**

3000: A vehicle as defined in Section I shall be parked within a designated parking area on the street or in parking stalls and lots.

3000(A): No person shall drive any motorized vehicle, nor shall any person stop, park or leave standing any vehicle, whether attended or unattended, upon any areas of campus not regularly designated as a street or parking lot, except emergency vehicles on official business, and, as may be necessary to carry out maintenance work on such lawn, and/or other non-designated areas for driving or parking.

Vendors must obtain and display a temporary parking permit while conducting business on CLU property if their vehicle is not clearly marked with the name of their company.

3000(B): Pedestrians shall at all times have the right of way; however, pedestrians shall yield to a vehicle that constitutes an immediate hazard.

3000(C): All state and local traffic laws are in force on campus at all times.

3000(D): All traffic accidents shall be reported as soon as possible to the Department of Campus Public Safety.

3000(E): Students shall not park in spaces reserved for visitor parking between 7:00 a.m. and 7:00 p.m., Monday through Friday. Students may park in these areas at other times.

3000(F): Designated parking spaces are reserved for staff or college owned vehicles. Only these vehicles shall be parked in these designated spaces. Persons authorized to park their cars in reserved parking spaces shall not delegate this authorization to anyone else.

3000(G): Driving offenses involving alcohol and/or drugs: CVC section 23152a:

It is unlawful for any person who is under the influence of an alcoholic beverage or any drug, or under the combined influence of an alcoholic beverage and any drug to drive a vehicle. This law is applicable on private or public property.

Violation of this law is a major hazard to the safety of the of the University community and will be treated as such. Persons who are suspected of driving under the influence may be arrested by the Thousand Oaks Police Department and taken into custody.

3000(H): The Director of Campus Public Safety may cause the removal of any vehicle abandoned on campus or left on University property when the academic year ends, or upon revocation of privileges or when a vehicle is found blocking a fire lane or loading dock, or creating a hazard to people or traffic. The cost of such removal and storage will be charged to the person in whose name the vehicle is registered.

## **VII. Penalties and Appeal Process (CLUVC 4000)**

4000: Enforcement of parking and traffic regulations are the responsibility of the Director of Campus Public Safety, who shall assess penalties as described below. Cases not specifically covered by these regulations shall be reported to the Director of Campus Public Safety for disposition.

4000(A): The Thousand Oaks Police Department has the authority to write citations and tow vehicles from campus that are in violation of state and local traffic laws, especially fire zone and handicapped parking violations.

4000(B): Citations: Parking and failure-to-register citations are ordinarily attached to the vehicle.

A list of fines for parking violations may be obtained from Campus Public Safety located in the Welcome Center. Fines are subject to change without notice.

4000(C): Persons with an excessive number of violations/citations will, at the determination of the University, lose their motor vehicle privileges at the University. The Director of Campus Public Safety will issue a warning of the University's intention to withdraw privileges and will give written notice of said revocation.

4000(D): Appeals: Citations and withdrawals of privileges must be appealed in writing by submission of a statement of facts, extenuating circumstances or other mitigating factors to the Director of Campus Public Safety. All appeals must be received within ten (10) calendar days of the date the citation was issued.

No appeal will be accepted after the 10-day appeal period. Fines will not be changed after the appeal process nor will campus improvement hours be accepted in lieu of payment of the fine. Dispositions are as follows:

- Unchanged

- Reduced
- Warning
- Voided

4000(E): Citations will not be dismissed for any of the following reasons:

- Ignorance or lack of knowledge of University parking rules and regulations
- Failure to read the posted traffic and parking signs
- Lack of time to obtain a permit within the required period
- Parked or stopping for only a short time in a restricted or no parking area, forgot to move the vehicle, or exceeded the posted time limit
- Permit fell off, was removed, or driver forgot to display a permit
- Failure to find a parking space
- Did not receive a copy of the ticket
- Forgot or too busy to appeal the ticket within 10 days
- Disabled Parking Violation or Fire Lane Violation

4000(F): Appeal Payments: All appeal fines are due no later than 10 days after the review date. If the original fine or adjusted fine amount is not paid, then any adjusted fine will revert back to the original fine amount(s). The fine will then be posted to the student's account, plus a possible \$10 University fee.

If campus improvement hours in lieu of a fine are requested and approved with 10 days of the issuance of the citation, the hours must be completed within three (3) weeks of the date the citation was issued. Payment will be held and returned when the improvement hours are completed.

4000(G): The Director of Campus Public Safety shall initiate an annual review of these regulations in consultation with the University Facilities Department and other campus offices, as deemed appropriate.

## **VIII. Bicycle Operation (CLUVC 4500)**

4500: Registration: It is recommended that bicycles be registered with the Department of Campus Public Safety.

4500(A): Bicycle riders must obey all traffic laws the same as operators of motor vehicles.

4500(B): Bicycles may not be ridden at night without a headlight on the front and a visible red reflector on the rear of the bicycle. In addition, bicycles must be equipped with brakes, handlebars, and a white or yellow reflector on each side to the rear of the center of the bicycle. (CVC 12201) Citations may be issued for violations.

4500(C): Unsecured Bicycles: Any bicycle that is found unsecured will be taken to the Department of Campus Public Safety for safekeeping.

4500(D): All bicycles must be removed from campus bike racks and living areas during the summer break. Any bicycles left over the summer will be removed and stored for safekeeping at a \$ 5 weekly service fee charged to the owner. The only exception will be for those living in summer housing, in which case the bicycle owner must notify Campus Public Safety and register the bicycle with this department.

4500(E): Bicycle Parking: No person may park or leave standing a bicycle that creates a hazardous condition to pedestrians or vehicles. All bicycles must be parked in a bicycle rack. Bicycles may not obstruct walkways, stairs, doorways, railings, roadways, handicapped ramps, access areas, traffic sign poles, informational signs, light poles, or any other place that may cause a hazardous condition.

## **Parking Violations (CLUVC 5000)**

The following parking violations will receive a citation:

5001(A) Failure to display a University Parking Permit on the vehicle

5001(B) Expired or invalid University Parking Permit on the vehicle

5001(C) Improper display of University Parking Permit or displaying two or more different types of current permits at the same time (combining an R and C permit on same vehicle)

5001(D) Fraudulent display, misuse, altered, or unauthorized use of a University parking permit. (Immediate loss of parking privileges)

5002(A) Parking out of, or over a marked parking space

5002(B) Parking against the flow of traffic

5002(C) Parking in a reserved parking space

5002(D) Parking in a space marked for visitors with a vehicle displaying a CLU parking permit. Exceeding the posted two (2) hour time limit.

- 5002(E) Parking in timed, temporary, or limited parking zones as designated by the use of pylons, cones, ropes, flags, etc. Includes signage indicating no parking, stopping or limited time parking.
- 5002(F) Parking in carpool parking zones. These are for CLU employees only. Reserved Monday-Friday 7 a.m. to 5 p.m. Carpool permits must be visible and properly displayed.
- 5002(G) Parking in faculty or staff parking only without permit: This is enforced all year.
- 5002(H) Parking in a privately owned “resident parking only” space.
- 5002(J) Parking in the Academic Core between 7 AM and 7 PM with an “R” permit.
- 5002(K) Incorrect permit parking for area/wrong permit type for area or lot.
- 5003(A) Disabled person parking: Pursuant to CVC 22511, only persons displaying a valid disabled person license plate or placard may use a disabled person parking space. Vehicles not displaying a valid disabled person license plate or placard are subject to a citation, even if the driver is in the vehicle and the engine is running.
- 5003(B) Misuse or unlawful use of disabled persons placard or license plate: CVC 446 states, “Any person(s) who for any reason falsely presents or misuses a disabled person placard to avoid a citation is guilty of a misdemeanor.” Violation of this section will result in the following:
- Immediate loss of CLU parking and driving privileges
  - Subjection to disciplinary action through Judicial Affairs
  - Possible prosecution under state laws
- 5004: Illegal parking: Any person who stops, parks, or leaves standing any vehicle, attended or unattended, in any of the following places will be illegally parked.
- 5004(A): Parking on sidewalk, lawn or landscaped area.
- 5004(B): Obstructing passageway, walkway, or doorway to any building.
- 5004(C): Blocking or obstructing any handicap ramps or access areas.
- 5004(D): Blocking driving lanes while parked.
- 5004(E): Double parking or blocking other vehicles.
- 5004(F): Parking within 15’ feet of a fire hydrant
- 5004(G): Parking in a red zone for any length of time without a driver in the vehicle who can move the vehicle immediately if requested to do so.

5004(H): Parking in a fire lane. No vehicle is allowed to park, attended or unattended, in a fire zone. Fire lanes will be marked. Stopping in a fire lane to immediately load or off load passengers is prohibited.

5004(I): Parking of "Vehicles for Sale" is prohibited on University property.

5002(J) Parking in a loading zone when not loading or unloading or in excess of the posted 20 minute time limit.

## **Traffic Enforcement (CLUVC 6000)**

6000(A): Failure to obey traffic control signs: No driver shall disobey any traffic control sign, signal, or markings while on University property.

6000(B): Stop signs: No driver shall fail to make a complete stop for a posted stop sign.

6000(C): Illegal driving: Driving on sidewalks or landscaped areas is prohibited. NOTE: Campus Safety, Facilities, and other University vehicles on official business are exempt during performance of their duties.

6001(A): Excessive speed: The maximum speed limit on campus is 25 MPH on all roads and 15 MPH in parking lots. No person shall operate a vehicle exceeding 25 MPH on the University campus.

6002(A): Unsafe passing:

- Passing a vehicle that is stopped for pedestrians.
- Passing without sufficient clearance.
- Passing when view is obstructed.

6003(A): Driver permitting person(s) to ride where unlawful or hitching riders. No driver shall allow any person(s) to ride on any vehicle or upon portions thereof not designed or intended for the use of passengers. Neither can a driver allow a person to be pulled, towed, or hitch a ride on the outside of the vehicle. The University will hold responsible the person who is being towed, pulled by, or is hitching a ride on any vehicle. No person(s) riding on any motorcycle, moped, scooter, bicycle, roller skates, in-line skates, skateboard, motorized skateboard, or toy vehicle shall be attached to a vehicle in any way.

6004(A): Helmets required: All drivers and passengers on a motorcycle, scooter, moped, motorized bicycle must be properly licensed and must wear a properly fitting helmet as defined by CVC 27082(a) while on University property.

6004(B): Sound amplification devices (boom box): No driver shall operate or permit the operation of any sound amplification system, which can be heard outside the vehicle from 25 or more feet while on University property.

6004(C): Headsets or earplugs: No driver of a motor vehicle or bicycle may wear any headset covering or earplugs in both ears while driving on University property.  
Note: Hearing aid devices are exempt.

6004(D): Nuisance alarm: Any vehicle alarm that has been sounding for more than 10 minutes, or causes a complaint to be directed to the Department of Campus Public Safety will constitute a violation of this section.

6005(A): Reckless driving on University property: No driver shall drive any vehicle in a manner demonstrating a willful or wanton disregard for the safety of any person(s) or property. A reckless driving violation will result in one or more of the following:

- A mandatory minimum \$100 fine (no campus improvement hours)
- Loss of driving and parking privileges
- Disciplinary action through Judicial Affairs

6005(B): Exhibition of speed: Any driver who races or breaks traction (burnout) with the roadway surface while on University property will receive one or all of the following:

- A mandatory minimum \$75 fine
- Loss of driving and parking privileges
- Disciplinary action through Judicial Affairs

6005(C): Failure to obey directions: Any driver who fails to obey any order, signal or direction of any Campus Public Safety Officer will receive one or all of the following:

- A mandatory minimum \$75 fine
- Loss of driving and parking privileges
- Disciplinary action through Judicial Affairs

6005(D): Evading/Failure to stop: No driver or pedestrian shall fail to stop, evade, flee, or otherwise attempt to elude a Campus Public Safety Officer. Violation of this section will result in the following actions:

- A mandatory minimum \$ 75.00 fine
- Loss of driving and parking privileges
- Disciplinary action through Judicial Affairs

## **Loss of Driving and Parking Privileges (CLUVC 7000)**

7000: Habitual traffic offender: A habitual traffic offender is any person(s) described below:

7001(A): Any person who has received three (3) or more citations for the same offense, including any changed to a warning during the appeal process.

7001(B): Any person who has received six (6) or more citations including any changed to a warning during the appeal process.

7001(C): Any person in violation of sections 7001(A) or 7001(B) shall be deemed a habitual traffic offender, which will result in the following action(s):

- Violator will be charged a mandatory \$ 50.00 penalty fee plus any and all applicable fines.
- Loss of all parking and driving privileges on the CLU Thousand Oaks Campus
- Disciplinary action through Judicial Affairs

7003(A): Citation tampering: Anyone who tampers with, removes, places a citation on another vehicle, or fraudulently displays a citation to avoid a possible citation is in violation of citation tampering. Violations of citation tampering will result in the following:

- Second ticket: \$100 fine
- \$ 75 penalty fee
- Immediate loss of all parking and driving privileges
- Disciplinary action through Judicial Affairs

7003(B): Fraudulent parking permits: Any person(s) who fraudulently displays, alters, or misuses any type of University parking permit will result in the following:

- A mandatory \$ 75.00 penalty fee plus any and all applicable fines
- Immediate loss of parking and driving privileges
- Disciplinary action through Judicial Affairs

7004(C): Revoked parking and driving privileges: Any person who has had their parking and driving privileges revoked for non-compliance to the University Vehicle Code and drives their vehicle onto University property is in violation of the Student Standards of Conduct and will result in the following actions:

- Disciplinary action through Judicial Affairs

- Possible towing of the vehicle at the owner's expense from University property

7004(D): Disciplinary actions:

- Loss of parking and driving privileges for the current semester or the entire academic year
- All applicable fines, fees, and penalties
- Disciplinary action through Judicial Affairs

## **Fines and Forfeitures (CLUVC 8000)**

8000(A): Fines listed on citations are for the offense(s) of that violation, or all listed violations.

8000(B): Parking tickets are generally issued at the time of violation and are left on the vehicle.

8000(C): Moving violations will be issued at the time of the infraction only and given to the driver of the vehicle.

8000(D): Payment of fines must be made to the Department of Campus Public Safety within 10 days of the issue citation date between 8 a.m. and 5 p.m. Monday-Friday.

8000(E): Failure to pay fines within 10 days:

- The fine will be posted to the student's account
- A \$10 University fee may be added to all citations

8000(F): All fines after a third violation of the same offense or after the sixth violation of different offenses will be doubled, along with all applicable penalties.

8000(G): Students may be allowed to use Campus Improvement Hours to work off their fine up to two times during a school year (August-May), at the following rate:

- Three hours Campus Improvement Hours per \$25.00 in parking fines.

## **Stored, Abandoned, or Disabled Vehicles (CLUVC 9000)**

9000(A): Stored/Unattended/Abandoned Vehicles: Due to limited parking on campus and the adjacent residential areas, no one may abandon, store, or leave a vehicle unattended for more than 20 days.

A vehicle that has been identified as not being used regularly will be considered a stored, abandoned, or unattended vehicle. After the vehicle has been identified, the following will occur:

- The vehicle's owner or responsible party will receive a written notice and have seven (7) days to remove the vehicle from campus.
- Anyone in violation of this section or who fails to make satisfactory arrangements may have their vehicle towed at the owner's expense. (CVC 22658a)
- The registered owner or responsible party must appeal to the Director of Campus Public Safety and show just cause for an exemption.

9000(B): Vehicles left for summer break: Because the parking areas on campus are regularly scheduled for refurbishment, maintenance, painting and construction during the summer months, no one will be allowed to leave their vehicle on University property without written permission from the Director of Campus Public Safety.

Failure to obtain written permission to leave a vehicle over the summer break will result in said vehicle being considered a stored, abandoned, or unattended vehicle and will be in violation of CLUVC 9000(A) or 9000(B).

If an exemption to summer storage is granted, the owner or responsible party must meet the following conditions:

- Obtain written permission from the Director of Campus Public Safety.
- Show just cause for approval of the request.
- Park the vehicle in a designated area as directed by the Department of Campus Safety.
- Leave a contact address and phone number.
- Leave the keys with Campus Public Safety in case the vehicle must be moved due to unforeseen circumstances.
- Agree to hold harmless the University and its students, officers and employees from all claims of injuries to persons or damages to property by reason of the operation of this vehicle on University controlled or owned properties.
- Acknowledge that the University neither warrants, nor assumes any liability for the safety of vehicles due to theft, loss of property, vandalism, accidents, or damage while the vehicle is on University property.

Violation of this section will result in the following:

- The vehicle will be marked and issued a seven (7) day notice.

- The owner or responsible party will be given a written notice that they have seven days to move the vehicle off any University property.
- Towing will be at the owner's or responsible party's expense.
- The vehicle owner or responsible party will be subject to the loss of parking and driving privileges.

Note: All person(s) in violation of CLUVC 9000 will be subject to all applicable towing fees, University Vehicle Code fees, and any and all related laws and ordinances.

9000(D): Vehicle repairs: No one shall initiate any repairs of a vehicle on any University property without written permission from the Director of Campus Public Safety.