PARKING AND VEHICLE CODE POLICY
THOUSAND OAKS CAMPUS

INTRODUCTION
California Lutheran University’s Parking Policy and Vehicle Codes rely primarily on individual self-responsibility and community concern. The need for all students, faculty, staff and visitors to respect the need to properly operate motorized vehicles in a safe and reasonable manner on campus and to voluntarily obey parking regulations and signs is important to the overall well-being of the campus community.

Although the Campus Safety Department is overall responsible for enforcement of campus parking and vehicle codes, the City of Thousand Oaks Police Department will also enforce the vehicle codes involving moving, handicap, and fire lane violations as well as investigating auto accidents.

The University’s Parking and Vehicle Code Policy pertains to all motor vehicle drivers who enter the Thousand Oaks University Campus.

The California Lutheran University Vehicle Code (CLUVC) and the Thousand Oaks Campus Parking Management Plan can be found on the Cal Lutheran website under “Campus Safety”.

POLICY STATEMENT
Cal Lutheran reserves the right to control parking on all campus property in a manner consistent with the operational needs of the campus community. Violations of the policy may result in a verbal or written warning, a fee-based citation, vehicle control by towing and/or loss of parking privileges. This enforcement may be accomplished through escalating responses due to repeated violations, or may be immediately enforced to the maximum level due to the nature of the violation.

The City of Thousand Oaks Police Department will be called to Campus to address any serious violations of the California Vehicle Code, to include parking matters.

PROCEDURES
PERMITS: Parking permits are issued by Campus Safety. New permits are issued at the beginning of August for the upcoming academic school year and throughout the year as required. Students, faculty, staff, and administrators are allowed one parking permit for each vehicle they may park on campus. Residents living on campus are restricted to having only one vehicle registered at a time.

All permits expire on September 30th of the last year shown on the permit. Resident and Commuter parking permits are valid for one year and General, Staff/Faculty, and Exempt permits are valid for two years. Although some permits may be valid for two years, they may not last the entire duration due to external factors. If you see your permit fading, please notify Campus Safety immediately to obtain a replacement permit.

All students, faculty, staff, and administrators must have a valid parking permit to park on Campus, both in parking lots and on the following streets: South Campus Drive, Chapel Lane, Memorial Parkway, Faculty Street, Regent, Pioneer, and Lutheran Avenues. Streets surrounding the university: Heatherglow, Pageant, and Faculty Court are prohibited as parking is reserved for homeowners and their guests.

Visitor parking permits are required for only specific areas on campus (see Parking Restrictions). Those with a car registered to Cal Lutheran may not park in a space marked “Visitors” or “Visitors Only” at any time as these are reserved for our guests.

It is recommended that a parking permit be obtained immediately when a vehicle is brought onto campus that will be parked in a Residence Hall parking lot or in the Academic Core. Failure to do so will result in receiving a parking citation.

A parking permit must be obtained within 1 working day of bringing a vehicle onto campus. Campus Safety is closed on Sunday so vehicles brought onto campus Saturday have until the close of business on Monday to register. Failure to do so will result in the denial of any appeal submitted for not having a permit. Proof that the vehicle was not on campus longer than one day may be required to void a citation. You will need to park in any visitor “G” lot if there is a delay in obtaining your permit.

PERMIT PLACEMENT:
Parking permits are only valid if affixed to the outside of the lower left rear window so the permit is clearly visible from the outside of the vehicle. Permits not in this location or blocked from view are considered invalid and the vehicle is subject to citation and/or towing. Convertibles and vehicles without tops may affix the permit to the lower corner of the driver side windshield.

Visitor permits must be displayed on the driver side dashboard or hung on the rearview mirror with the expiration date facing forward and not blocked from view.
Parking permits are required at all times for vehicles parking in Residence Hall parking lots or lots reserved for faculty and staff.

Parking is restricted to “S” and “C” permits only in the “Academic Core” from 9 AM to 7 PM Monday through Friday during the academic year, excluding holidays, semester break, and summer break. The “Academic Core” is both sides of Memorial Parkway to the north, Mountclef Avenue to the east, both sides of Faculty Street to the south, both sides of Luther Avenue to the west, South Campus Drive, and all of Chapel Lane and Chapel Circle. Parking on these streets is not permitted during this time for resident students with an “R” permit. All posted signs should be complied with.

The administration lot located on the southwest side of the Olsen/Mountclef intersection is restricted to “C” and “S” permits from 9 AM to 5 PM Monday through Friday. Pedestrian Ranch House lot located to the west side of Regent Avenue is restricted to faculty and visitors only from 7 AM to 7 PM Monday through Friday.

Visitor parking without a permit is allowed in any “G” Lot and the Chapel parking circle at any time. Visitor parking is restricted at other times as defined in the Campus Parking Management Plan. Visitor parking permits are marked with a blue paint and the permit types are restricted to “L” parking permits. Visitor parking permits are marked with a blue paint and the permit types are restricted to “L” parking permits.

Individuals expecting a visitor should direct them to one of the “S” Lots. This will prevent issuance of a citation to the visitor or charging back the citation to a department or organization.

Parking is never allowed in spaces marked “Reserved” or spaces designated for private homes which are clearly marked on the curb in front with “Homeowner Parking Only.”

Vehicles registered to Cal Lutheran and have a valid parking permit associated are not allowed to park in “Visitor” or “Visitor Only” spaces at any time.

Enforcement Procedures
When a violation is noted or reported on campus property or restricted areas, a Campus Safety Officer will issue a warning or a citation.

When a warning is issued, a record is retained for the remainder of the academic year. For most violations, a fee-based citation will be issued to the violator. Continued violations of the same type or multiple violations may result in loss of parking privileges on the Campus.

When a fee based citation is issued there will be information on the parking lot stating how to remit payment and an email will be sent within 1 business day.

Appeal of Citation
If a violator wishes to contest their citation, an appeal must be made exclusively online at clu.thepermitstore.com within 10 days from the date of issuance of the violation.

No APPEAL will be accepted after the 10 day period.

In the event the violator is visiting an on-campus office or organization, an authorized campus representative may sign the citation form and provide a department cost code. This will assist the Director of Campus Safety in determining the fine disposition and whether or not the department or organization will be charged the cost of the citation.

Appeals for citations issued for parking or stopping in a handicapped designated space or parking in a fire lane or along a painted red curb are not subject to appeal.

Campus Safety cannot assist in the appeal of a parking citation issued by the City of Thousand Oaks Police Department.

Schedule of Fines
Campus Safety will provide a list of all fines upon request. Fines range from $35.00 to $250.00. This does not include what the City of Thousand Oaks Police Department fine may be if they issue a citation.

Failure to Pay a Fine
Failure to pay a citation within 30 days of the citation date may result in a $10.00 late fee, hold placed on a student’s account, or the matter referred to the Department Head. Continued violations of the same type or multiple violations may result in loss of parking privileges on the Campus.

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