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, 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 Luther Avenues. Streets surrounding the university: Heatherglen, Pagaset, 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 one 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 “G” permitted areas surrounding residential areas. Restricted Parking: parking is restricted to G lot located by Gilbert Arena. This parking area allows parking in all areas located on campus. Parking permits associated are not allowed to park in “Visitor” or “Visitor Only” spaces at any time.

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. Appeals for citations issued for parking or stopping in a handicapped designated space or parking in a fire lane or along the 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 $13.00 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 if the violator is a faculty, or administrative employee. Having more than one open citation will prevent you from registering for a new parking permit. Failure to pay or multiple violations may also result in campus parking privileges being suspended until payment of the fine, doubling of the fine, or possible towing of the vehicle at owner’s expense.

Visitor parking without a permit is allowed in any “G” Lot and the area defined at Pederson Ranch House lot and visitors only from 7 AM to 7 PM Monday through Friday. Street parking is not permitted on the south side 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 “S” and “G” permitted areas from 9 AM to 5 PM Monday through Friday. Pederson 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 to other times as defined in the Campus Parking Management Plan, specifically, in residence hall parking lots and the area defined at the “Academic Core.” Visitors must have a visitor parking permit to park in the “Academic Core” during the hours of 9 AM to 7 PM Monday through Friday, except in designated loading zones. Visitors may park in this area at other times without a permit.

Individuals expecting a visitor should direct them to one of the “G” 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.

California Lutheran University
Thousand Oaks Campus

Parking Locations:

- Administration Lot Parking: Restricted to “E”, “S”, and “G” permits. No “R” permits allowed during the hours of 9 AM to 7 PM, Monday through Friday.

- Academic Core Restricted Parking: No “R” permits allowed during the hours of 9 AM to 7 PM, Monday through Friday.

- Low Emitting and Fuel Efficient Vehicles Only: Restricted to “E”, “C,” and “S” permits from 6 AM to 7 PM, Monday through Friday. Vehicle must be hybrid, electric, or low fuel and displaying the Low Emitting and Fuel Efficient permit in order to qualify.

- Visitor/Overnight Parking Sunrise to Sunset
- General Public Parking: Permits not required.
- Parking for Residence Hall students with an “R” permit at all times.
- Parking for Faculty and Staff at all times.
- Parking for Faculty between 7 AM to 7 PM, Monday through Friday.

Parking Permit Types:

- Commuters: Permit is restricted to “G” lots and campus streets.
- Exempt Permit: allows parking in all areas located on campus.
- General Permit: restricted to “G” lot located by Gilbert Arena 9 AM to 5 PM, Monday through Friday.
- Residence Halls: Permit is restricted to “R” lots and North Campus. “G” lots during the hours of 9 AM to 7 PM, Monday through Friday. Street parking is not permitted on the Academic Core during these hours.
- Faculty and Staff: Permit is restricted to “S” and “G” lots and campus streets.

Note: Cal Lutheran parking is not allowed in surrounding residential areas.