Lewis & Clark Transportation and Parking Regulations

Transportation and Parking

Overview

Lewis & Clark has established these transportation and parking regulations to:

• Provide for the protection and safety of the Lewis & Clark community by ensuring emergency access to the campus and its buildings.

• Mitigate parking and traffic congestion in facilitating the College's pursuit of its academic mission and the life of the surrounding community.

• Comply with traffic reduction requirements mandated by the city of Portland and the Oregon Department of Environmental Quality.

• Organize vehicle parking and movement on the Lewis & Clark campus in an efficient, safe manner in accordance with the city of Portland's conditional use requirements.

Permission to park or operate a motor vehicle on Lewis & Clark property is governed by these regulations. It is a privilege granted by the College and does not ensure the availability of a parking space.

Transportation and Parking staff authority

The Department of Transportation and Parking of the College oversees, promotes, develops, and coordinates the campus transportation and parking programs.

Transportation and Parking staff and Campus Safety Officers are duly appointed representatives of Lewis & Clark. They are designated by the College to enforce all parking and traffic regulations on College property, in the Collins View neighborhood, in the Dunthorpe neighborhood, and in all other areas near the campus that are impacted by parking generated by the College.

The neighborhood parking enforcement boundaries may be viewed on line at http://lclark.edu/dept/parking/objects/ParkingEnforcementMap.pdf.

No person without authorization from the Department of Transportation and Parking may place, remove, relocate, deface, or in any way change a sign, barricade, structure, marking, or direction placed for the purpose of regulating parking or traffic. Permission to make temporary or permanent changes of this nature must be obtained from The Department of Transportation and Parking.

The College reserves the right to revise the transportation and parking regulations described herein and all associated schedules of fees, fines, and penalties.

TriMet bus passes

Lewis & Clark sells discounted monthly TriMet bus passes. Purchase your bus pass online from thepermitstore.com. After purchasing a bus pass online it can be picked up at the Department of Transportation and Parking, Campus Safety, or the Law School Business Office. Bus passes are available for purchase to students, faculty, and staff with the following stipulations:

• To qualify for a discounted TriMet bus pass, students must be currently enrolled, faculty must be currently teaching or conducting daily research on the campus, and staff must be currently employed.
• Only one discounted monthly TriMet bus pass per month may be purchased by each qualified individual.
• Students, faculty, and staff are not permitted to purchase a discounted TriMet bus pass for use at any time by another person (including spouses, relatives, friends, and acquaintances).
• Discounted TriMet bus passes are available only to students, faculty, and staff who commute to the College by TriMet on a daily basis. Students, staff, and faculty who live within walking distance to the campus are not permitted to purchase discounted bus passes.
• Students, faculty, and staff who purchase semester parking permits are not qualified to purchase discounted TriMet bus passes.
• Carpool riders are not permitted to purchase discounted TriMet bus passes.

Parking fees and refunds

Lewis & Clark's Board of Trustees approves a schedule of parking fees each year as part of the budget process.

Semester permits. Semester and annual parking permits are purchased online through ThePermitStore https://www.thepermitstore.com/customer_info.cfm?customer_ID=239 .

Payment methods. Employees may purchase semester parking permits by authorizing monthly payroll deductions. Students must pay for their semester permits in full upon issue.

Daily parking passes. There are four day pass dispensing machines located in the commuter parking lots

Refunds. Students who have purchased a semester parking permit are entitled to a refund for the unused portion of the semester.

Operation of vehicles

Service areas

Building service courts are for maintenance, loading, and unloading only. Vehicle access to service areas is authorized only by display of a vendor parking permit. Students, staff, and faculty vehicles in service areas for loading and unloading must also display a vendor permit. Vendor permits are issued at the Campus Safety Office.

Speed

The maximum campus speed limit for motor vehicles and bicycles is 15 miles per hour.

Pedestrian right-of-way

The operator of a motor vehicle, bicycle, or other vehicle must slow down or stop, if necessary, to yield the right-of-way to any pedestrian.

Overnight parking of occupied vehicles

Overnight parking of occupied vehicles on the campus, including motor homes, campers, trucks, cars, etc., is not permitted. Short-term occupancy for special needs may be authorized through the Department of Transportation and Parking.

College-owned vehicles

College-owned motor vehicles are allowed access to all campus service areas to carry out necessary functions. However, these vehicles may not park for nonessential reasons in fire lanes, service courts, or disabled parking areas even when they are carrying out necessary functions for

the College. College-owned vehicles must not block disabled persons' access to sidewalks or buildings. College-owned vehicles may not park on sidewalks or in front of building entrances except when necessary for maintenance purposes, or during loading or unloading. Vehicles must be moved immediately after maintenance, delivery, or loading is completed.

Parking of vehicles

Valid parking permits are required to park on campus or on properties of off-campus housing leased by the College during the fall and spring semesters, Monday through Friday from 7 am to 7 pm. There is no charge for parking after 7 pm weekdays or anytime on weekends. Parking permits are required in the South Campus staff parking area during summer sessions. Parking permits are required in the Law School staff parking lot throughout the year. During the summer sessions, parking permits are not required on the Fir Acres Campus, but "no parking" zones, loading zones, service courts, and individually reserved parking spaces will be enforced throughout the year. When a vehicle is found to be in violation of Lewis & Clark's parking regulations, the permit holder or (in the absence of a valid permit) the vehicle's registered owner is responsible for payment of associated parking violation fines.

Vehicle registration

Vehicles owned and/or operated by students, faculty, or staff that will be parked at anytime on the campus or in adjacent neighborhoods must be registered with the College. Unregistered vehicles parked on the campus or in the neighborhood are subject to fines, immobilization (booting), and/or towing at the owner's expense. Students, faculty, and staff must register their vehicles online at ThePermitStore.com https://www.thepermitstore.com/customer_info.cfm?customer_ID=239 .

Designated and assigned parking areas

Authorized parking areas on the Lewis & Clark campus are specifically designated by striping on the pavement except in the following locations:

• North Drive roadside (between the Lower Griswold and Fir Acres lots).
• Between McAfee and the southeast driveway exit from the Fir Acres Campus.
• Platt Circle

Vehicles must be parked between the lines in striped parking spaces. All vehicles parked on an authorized roadside must be completely off the roadway and on the other side of any red lines designating fire lane clearance. Parking vehicles with tires on the red lines is prohibited.

Prohibited campus parking areas

Parking is prohibited in the following areas:

• Where official signs are posted to prohibit or restrict parking.
• Within 10 feet of a fire hydrant.
• On service roads, service courts, and sidewalks.
• On landscaped areas and off-road pedestrian walkways.
• In areas not specifically marked for parking except for the North Road and lane from Templeton to the southeast driveway exit from the Fir Acres Campus.
• Along any red-painted curb or surface striping denoting a fire/emergency vehicle zone.
• In any moving traffic lane on campus roadways.
• The crosshatched areas adjacent to parking spaces reserved for the disabled.

Neighborhood parking prohibition

Students, faculty, and staff are not permitted to park on public streets in neighborhoods within the vicinity of the College. This neighborhood parking prohibition does not apply to residential street frontages of students, faculty, and staff who reside in the neighborhoods and provide proof of residence to the Transportation and Parking office.

Fire lanes

No vehicle other than a fire or emergency vehicle may obstruct a fire lane. Fire lanes are designated by signs, red-painted curbs, or red lines painted on the pavement. No vehicle may be parked with its wheels or tires on or over the red lines.

Parking of motorcycles, motorized bicycles, and motor scooters

Parking of motorcycles, motorized bicycles, and motor scooters is permitted only in areas specifically designated by signs for motorcycle parking. Such vehicles are not permitted to park in other areas, such as pedestrian pathways or sidewalks, in or near buildings and their entrances, service courts, parking spaces for four-wheel motor vehicles, and areas designated for pedestrians.

Otherwise, for the purposes of these regulations, motorcycles, motorized bicycles, and motor scooters are considered to be motor vehicles and are subject to all traffic and parking regulations of the College.

Parking of bicycles

All bicycles on campus must be parked and secured in bicycle racks or bicycle lockers at all times. Bicycles may not be attached or locked onto handrails, railings, signposts, or light posts. Bicycles may not be stored inside buildings unless specific bicycle storage areas have been designated.

Liability of the college

Lewis & Clark and its employees are not liable for any loss or damage to vehicles or contents of vehicles parked on Lewis & Clark College property due to theft, fire, impoundment, or other causes.

Parking permits

Display of permits

To be valid, a parking permit or daily parking pass must be unexpired, authorized by the Transportation and Parking Office, and displayed according to these rules and regulations. During the fall and spring semesters, Monday through Friday, from 7 am to 7 pm, all vehicles parked on campus must display a valid permit. During summer sessions, valid parking permits are required on the Graduate School Campus and the Law School staff parking area. An expired permit must be removed when replaced with a current permit. Failure to display a valid parking permit is a violation. There is no charge for parking after 7 pm on weekdays or anytime on weekends.

The Lewis & Clark semester parking permit is designed to affix to the lower left hand corner of the driver-side windshield. Daily parking passes are to be displayed so that they are fully visible on the dashboard on the driver's side of the vehicle. Failure to properly display a semester parking permit or a daily parking pass is a violation.

Permit cancellation, denial, or non-renewal

The College may revoke a parking permit or refuse to issue a parking permit without prior notice. Parking permits may be revoked, denied, or not renewed for nonpayment of parking fines, multiple violations, or obtaining a permit by false information.

Daily, visitor, and guest permits

For those driving cars to campus on an occasional basis during the fall and spring semesters, the College offers the following parking permit options:

• *Student and staff daily parking passes.* Students and staff may purchase daily parking passes from the automated dispensing machines in the upper Griswold, lower Griswold, Graduate School and Law School parking lots. Daily parking passes are valid for one day only. Daily passes must be visibly displayed on the driver's side on the vehicle dashboard. First year undergraduate students are not permitted to purchase daily parking passes. License plate numbers of vehicles must be written in ink on daily parking passes purchased from dispensing machines. Daily parking passes from dispensing machines are valid only on the date of purchase. It is a violation of this section to park a vehicle on the campus and display a daily parking pass without writing in the license number of the vehicle. Vehicles in violation of this regulation will be subject to citations and fines.

• *Visitor parking passes.* All visitors, including alumni and others in personal vehicles, must purchase a daily permit from one of four permit dispensing machines. Individuals attending special events or conferences at the College during regulated hours are also required to purchase a visitor parking permit. Sponsors of special events must contact the Department of Transportation and Parking if visitor permits are to be issued in advance. Visitor permits must be visibly displayed on the vehicle dashboard on the driver's side. Students, faculty, and staff are not allowed to use visitor parking spaces.
• *Guest parking passes.* Guests of the College may park in specially designated reserved spaces near the Information entrance driveway from 8 am to 5 pm. Those eligible for guest passes include prospective students, parents of prospective students, parents of current students, job applicants, and other guests of the College. There is no charge for a guest pass. Guest passes are issued by the Campus Safety Office. Students, faculty and staff are not permitted to use guest parking passes.
• *Trustees.* The Office of the President will issue special parking permits to all trustees of the College.

Carpool permits

Lewis & Clark encourages carpooling to reduce the number of single-occupancy vehicles on campus. Those who register for carpool permits with the Department of Transportation and Parking will pay discounted parking fees on campus and will be entitled to park in spaces reserved for carpools.

In the spring of 2011 a group of Law Students approached the Transportation Parking Advisory Committee to request a change in the Carpool Regulation. The students wanted more flexibility when carpooling. Each (up to two) carpool participants will purchase their own parking pass. A valid carpool will be a vehicle displaying two valid carpool permits (the driver's and the rider's). When not carpooling, a valid day pass must be displayed. Each person purchasing a carpool pass will be allowed to park five times when not carpooling. Any vehicle parked with only one carpool pass will be issued a notices. O

• *Carpool definition.* Two or more Lewis & Clark community members who are qualified under the carpool registration process with the Department of Transportation and Parking constitute a valid campus carpool. Because the first two carpool participants must buy their own pass, a carpool vehicle must display two valid carpool permits. Students who are residents of the campus are not qualified for a carpool parking permit.
• *Permit procedures.* One carpool permit will be issued to each carpool participant (up to two). All vehicles used by the carpool must be registered.
• *Multiple vehicles.* If persons registered in one carpool have the use of more than one vehicle, each of which is previously registered with the college, the permit may be used on either registered vehicle.
• *Changes in carpool status.* It is mandatory that changes in carpool status be reported to the Department of Transportation and Parking. Changes in status include, but are not limited to changing residences, a change in carpool members, or a change of carpool vehicles.
• *Monitoring.* Transportation and Parking staff monitor carpools. The Department of Transportation and Parking may suspend carpool privileges for violation of carpool rules. The success of the carpooling program depends on the integrity of its participants. The Department of Transportation and Parking will protect the anonymity of persons reporting violations of carpool regulations. Any carpool participant found to be in violation of this section will be subject to parking citations with associated fines.

Law School Carpool Parking Area

This parking area at the Law School is reserved only for vehicles that display law student or law faculty/staff carpool parking permits.

Disabled persons' permits

Disabled parking spaces are provided in College parking lots in accordance with the Americans with Disabilities Act (ADA). Parking spaces reserved for disabled persons shall be designated as reserved by signs showing the symbol of accessibility. Spaces for vans shall have an additional

“Van-Accessible” sign mounted below the symbol of accessibility. Vehicles parking in disabled parking spaces must display official state issued disabled person’s parking permits. Permission must be obtained from the Lewis & Clark College ADA Coordinator to park, for reasons of physical disability, in any areas of the campus not designated for daily permit or disabled persons parking. Any visitors, students, faculty, or staff who park on the campus with a state issued disabled person’s parking permit must also obtain and display either a valid daily parking pass or a semester parking permit during hours of enforcement. The fine for a reserved disabled person’s parking space parking violation is set by Oregon State Law. The initial fine is $190.00 and for each subsequent violation the fine is $450.00.

Staff permit parking

Staff permit parking areas are reserved by pavement markings and/or posted signs. Vehicles with staff permits may also park in unreserved parking spaces. Vehicles with staff permits are not permitted to park in service areas, loading zones, and spaces reserved for other uses.

Reserved parking permits

Parking spaces designated by signs for the President and selected officers of the College are reserved at all times.

Student Parking

Freshmen Prohibition

Freshmen students in the undergraduate college are prohibited from having vehicles on campus. An application for waiver may be submitted to the Department of Transportation and Parking and must be accompanied by documentation as required. The Department of Transportation and Parking may at its’ discretion, grant waivers on the basis of valid medical reasons or for outside employment. Freshmen who bring cars to campus under any circumstances without a waiver from The Department of Transportation and Parking are in violation and subject to parking fines and sanctions by the Dean of Students. Students who register vehicles brought to campus by freshmen are subject to parking fines and sanctions by the Dean of Students.

Graduate and Undergraduate
Student Parking

Undergraduate and graduate students may park in any unreserved parking space on the campus if a valid parking permit is displayed in the vehicle.

Law Student Parking

In the Law School parking lot certain parking spaces are reserved for third and fourth year law students. Unless signs indicate otherwise, staff parking spaces in the Law School parking lot are open for law student parking after 5 pm provided that a valid permit issued by the College is displayed on the vehicle until 7 pm, Monday through Friday. Parking spaces are reserved for use by all law students in the upper Griswold parking lot during hours indicated by signs. Law students may park in any other unreserved parking spaces on the campus if a valid parking permit is displayed in the vehicle. Law students who park in reserved law student parking and do not have a law student parking permit must display a vehicle identification card, available at the Law School Business Office.

Off-Campus Residential Housing
Parking Permits

This section pertains to off-campus residential housing owned and leased by the College. Each Lewis & Clark off-campus housing resident is required to register their vehicle. The registration information must include the residential address. The residential housing parking registration shall entitle the renter to whom it is issued to park on the rented property in designated parking space. One visitor parking permit shall be issued to each resident for the purpose of guest parking on the property.

Parking space on rented properties will be designated for parking use by The Department of Transportation and Parking. Vehicles that are parked on non-designated space shall be subject to citations, fines, immobilization, and/or towing. It is a violation for a vehicle to display a resident parking permit that is issued to another vehicle. A visitor parking permit may be

provided by the renter only to a visitor of residents of the subject rental property. It is a violation for vehicles owned and/or operated by persons other than visitors to park while displaying a visitor parking permit. A renter may apply for additional, temporary visitor parking permits which may be issued at the discretion of the Director of Transportation and Parking. Temporary visitor parking permits may be provided by the renter only to visitors of renters of the subject rental property. It will be a violation for a vehicle to display a visitor or temporary visitor parking permit for the purpose of parking the vehicle on the rental property while the vehicle owner is not visiting the residence.

Vehicles in violation of the use of resident, visitor, and temporary parking permits shall be subject to citations, fines, vehicle immobilization, and/or towing of the vehicle. Assignment or use of any permit by any person or vehicle not authorized by those policies shall subject all parties to citations and fines and will be considered a violation of applicable lease provisions. Violations of the visitor parking permit regulations may result in revocation of all visitor parking permits issued to the rental household.

Enforcement

Parking violation notices

When there is cause to believe that a violation of these regulations has occurred, the Transportation and Parking Office will issue a parking violation notice that lists the date, approximate time, location, nature of the violation and fine amount. The parking violation notice may be served by affixing a copy to the vehicle involved, including on any vehicle parked in violation of College parking rules, or by delivering or mailing a copy to the alleged violator at his or her campus mailing address.

Responsibility for illegal parking

The permit holder, or in the absence of a valid permit, the registered owner of the vehicle, is responsible for any parking violations of that vehicle and for all offenses other than moving violations under these regulations. If another person was using the vehicle at the time of violation, either the permit holder or the registered owner will be held responsible for the violation.

Penalty payment and appeal procedure

Parking fines will automatically be charged by the Department of Transportation & Parking to the college accounts of students, faculty, and staff.

• A parking violation notice may be appealed online within 10 days of receiving the citation on the Transportation and Parking website.

• If the alleged violator does not appeal the notice of violation within 10 days, the fine will remain as charged on the college account of the violator and the right to appeal will expire.

• If the parking citation is appealed and the violation is upheld, the fine will remain as charged to the individual's college account. If the appeal is upheld, the fine will be reversed.

Appeals Review and Adjudication Process

All parking citation appeals submitted within ten days of issuance are reviewed initially by The Department of Transportation and Parking of Lewis & Clark. The Department shall at its' discretion, void the appealed citation and waive the fine if deemed appropriate. Otherwise the Department shall forward the appeal for final adjudication to the Appeals Hearing Officer hired by the College. The Appeals Officer is authorized to uphold the appeal, deny the appeal, waive the fine, or reduce the fine.

Impoundment

Immobilization or impoundment after due warning

Any vehicle parked on Lewis & Clark property may be subject to immobilization (booting) or impoundment for cause after notification, as specified in these regulations. The College and its officers, employees, and agents are not liable for any loss or damage of any kind resulting from

impoundment or booting. The following sequence of enforcement procedures may be taken if vehicles receive 2 or more consecutive parking violation notices within a fiscal year (June 1 through May 31) of the College:

• Upon receiving a second parking violation a warning may be placed on the vehicle giving notice that it will be immobilized (booted) the next time it is in violation.

Information on Parking Fines is available here:

http://www.lclark.edu/offices/transportation_and_parking/fines/

For additional information, please contact:
Transportation and Parking Office

Lewis & Clark
0615 S.W. Palatine Hill Road
Portland, Oregon 97219-7899
503-768-7857
503-768-7841 fax
parking@lclark.edu
www.lclark.edu/dept/parking/
Lewis & Clark follows the letter and spirit
of all equal opportunity and civil rights laws.