

**SOUTHERN WEST VIRGINIA COMMUNITY AND TECHNICAL COLLEGE  
BOARD OF GOVERNORS  
SCP-5620**

**SUBJECT:** Traffic and Vehicle Speed, Flow, and Parking Regulations Policy

**REFERENCE:** West Virginia Code §18B-4-6, *Regulation of parking, speed flow of traffic on campus roads and driveways; civil and criminal penalties; disposition of revenue*. West Virginia Code §18B-10-15, *Authority of educational institutions to provide special services and programs; collection and disposition of fees therefor*.

**ORIGINATION:** February 1, 1989

**EFFECTIVE:** ~~March 16, 2021~~ February 7, 2025

**REVIEWED:** ~~November 5, 2020~~ February 7, 2025

## **SECTION 1. PURPOSE**

- 1.1 The purpose of this policy is to establish an institutional rule regarding the regulation and control of the speed, flow, and parking of vehicles on roads, driveways, and parking areas owned, leased, and/or otherwise under the control and authority of Southern West Virginia Community and Technical College.

## **SECTION 2. SCOPE AND APPLICABILITY**

- 2.1 This policy shall apply to all students, employees, visitors, and to any motor vehicles operated on any roads, driveways, and parking areas owned, leased, and/or under the control and authority of Southern West Virginia Community and Technical College.

## **SECTION 3. DEFINITIONS**

- 3.1 None.

## **SECTION 4. POLICY**

- 4.1 Notwithstanding any other motor vehicle or traffic law to the contrary, the Board of Governors of Southern West Virginia Community and Technical College delegates to the President or his/her designee, the authority to regulate and control the speed, flow, and parking of vehicles on campus roads, driveways, and parking facilities or areas owned, leased, and/or under the Board's control.
- 4.2 These regulations of Southern West Virginia Community and Technical College are designed to provide safe and convenient parking for students, employees, and visitors to the campus; open and accessible fire and delivery lanes for emergency and delivery vehicles; and a safe, smooth, unimpeded flow of traffic on roads, driveways and parking areas at all campus locations.

## **SECTION 5. BACKGROUND OR EXCLUSIONS**

- 5.1 None.

## SECTION 6. GENERAL PROVISIONS

- 6.1 Use of roads, driveways, and parking areas owned, leased, and/or under the control and authority of the College is restricted to students, employees, visitors, and others who may be conducting official business with the college.
- 6.2 Drivers operating vehicles on roads, driveways, or in parking areas will obey all posted signs regulating speed, flow, and/or parking.
- 6.3 Students and employees violating this policy are subject to action under the applicable and appropriate disciplinary procedures as determined by the College's administration.
- 6.4 Visitors and others conducting official business with the College are also subject to this policy, and violations will be taken seriously. Such violations may result in the withdrawal of the privilege of visiting the campus and/or the involvement of appropriate law enforcement officials.
- 6.5 Parking spaces for the disabled, which shall conform to ADA requirements, will be designated at all college locations and shall be reserved for authorized users ~~twenty-four~~ twenty-four hours daily throughout the calendar year. Violators of the designated ADA or Handicap Accessible parking spaces are subject to the fine as set forth by the ~~American's~~ Americans with Disabilities Act and the laws of the State of West Virginia.
- 6.6 All vehicles parked in designated handicap spaces will have displayed, in a visible manner, a current and valid handicap parking permit or license plate issued by the proper regulatory authority. The handicap parking permit or license plate must be registered in the name of the person using a designated handicap parking space.
- 6.7 Vehicles parked in designated fire lanes are in violation of state law and are subject to a fine in an amount as set forth by the West Virginia State Fire Marshall's Office.
- 6.8 Individuals will park vehicles within marked parking spaces, and will not park vehicles in fire lanes, non-parking, and delivery zones. All vehicles will be parked in a manner that will not impede the regular flow of traffic or immobilize any parked vehicle.
- 6.9 When a vehicle is parked at any college location in a manner that constitutes a violation of this policy, the institution will have the authority to take appropriate corrective action, including having vehicles towed at the owner's expense.
- 6.10 Vehicles other than those owned or leased by the College are not to be parked on College property during non-business hours without the knowledge and approval of the ~~Director of Campus Operations~~ campus directors.
- 6.11 Southern will not be held liable for theft, vandalism, or accidents involving vehicles being driven on, or parked in, campus parking lots.
- 6.12 Southern does not control nor have jurisdiction over properties adjacent to its facilities and owned or controlled by the West Virginia Department of Highways or private landowners. Anyone infringing upon such properties will be subject to the rules and/or actions taken by those agencies or individuals.
- 6.13 Parking on all college lots will be observed on a first come, first served basis.
- 6.14 Continued or repeated ~~violation~~ violations of parking regulations will result in the loss of parking

privileges.

## SECTION 7. RESPONSIBILITIES

- 7.1 All persons using college parking facilities will observe all normal courtesies, refrain from parking vehicles in any area not authorized, and will not contribute to any act with vehicles that may cause injury, endanger lives, or otherwise cause hardship or injury to anyone.
- 7.2 The ~~Director of Campus Operations~~campus directors will monitor the roads, driveways, and parking lots to observe that users are obeying the policy regulations. The ~~Director~~campus directors shall issue proper warnings or initiate other appropriate disciplinary action necessary against violators of the terms of this policy.
- 7.3 As directed by the ~~Director of Facilities and Campus Operations~~Chief Facilities Management Officer, all students and employees shall display a Southern--issued parking permit. Parking permits for students are issued by the respective campus Business Office and employee parking permits are issued by the respective ~~Director of Campus Operations~~Chief Facilities Management Officer and/or campus directors.

## SECTION 8. CANCELLATION

- 8.1 None.

## SECTION 9. REVIEW STATEMENT

- 9.1 This policy shall be reviewed on a regular basis with a time frame for review to be determined by the President or the President's designee. Upon such review, the President or President's designee may recommend to the Board that the policy be amended or repealed.

## SECTION 10. SIGNATURES

\_\_\_\_\_  
Board of Governors Chair                      Date

\_\_\_\_\_  
President    Date

**Attachments:** None.

**Distribution:** Board of Governors (12 members)  
www.southernwv.edu

**Revision Notes:** September 2010 – Revisions reflect substantial change in procedures and provide clarity to reflect changes in responsibilities. The policy title was changed from “Parking Regulations Policy” to “Traffic and Vehicle Speed, Flow and Parking Regulations Policy.” The Form SCP-5620.A, *Decal Log*, was eliminated.

March 2016 – No changes recommended.

November 5, 2020 – Subparagraph 7.3 was added regarding the issuance of Southern parking permits outlining where employees and students may obtain a permit.

February 7, 2025 – Revisions to grammar and titles.