

## Iowa Western Community College Permit, Parking and Traffic Rules and Regulations

### Rules and Regulations

#### Parking Permit

All students, faculty, and staff at the Council Bluffs Campus and Centers are required to have a valid parking permit properly displayed on any vehicle they park on campus. By proudly displaying your parking permit on your vehicle, you are showcasing that you belong to a great campus community. This permit will also enable Campus Safety and Security the ability to contact the owner in case of an emergency or if the vehicle has been involved in an incident on campus.

An employee is defined as all staff and faculty both full time or part time, this includes all part-time and full-time adjunct instructors. This same definition also applies to the Harlan, Atlantic, Missouri Valley and Clarinda & Shenandoah Centers.

A student is defined as anyone taking accredited classes, including full time, part time, on-line, and all high school students taking classes on campus or on-line. Continuing education classes, CNA (certified nursing assistant), CDL (commercial driver's license), etc. are not typically considered a student under this definition.

#### Obtaining Parking Permits & Usage

- Employees and students should go to the Parking and Transportation information site on ROC click to apply for a parking permit.
- Go to the ROC portal and sign in with your id and password.
- Go to Quick links and under General click Parking and Transportation. □ Then you will find this: Click Here to Apply for a Parking Permit □ Next click this button: Get Permits.
- You will need to login with the same roc id and password- minus the @iwcc.edu for the id
- Next select your permit and check the boxes that you agree to the terms then click next
- Next you will click add vehicle (you will need your plate number, make, model, and year). Then hit next at the bottom.
- To finish the process hit the obtain now button as this completes the transaction.
- Students, faculty, and staff can obtain parking permits by bringing their printout to the Safety and Security office in Fremont Hall #143.
- A parking permit application form can also be completed at the Safety and Security office.
- All parking permits must be displayed on the driver's side, in the lower left outside corner of rear window or bumper.
- Parking permits are free of charge.

- The person to whom a parking permit is issued is responsible for all violations involving the vehicle displaying the permit.
- Students, faculty, and staff who park on campus without a valid parking permit on their vehicle may be assessed a fee if the license plate number is traced for identification.

### Rules and Regulations

#### Parking and Traffic

- Visitor parking is available throughout campus in designated parking lots. Visitors of the College are welcome to park in any of the designated visitor parking lots. A visitor is defined as a person who is neither a student nor a faculty or staff member at Iowa Western. Any student or employee parked in a visitor parking lot between the hours of 6:00 a.m. and 5:00 p.m. Monday through Friday will receive a citation. Lots 1, 2, and 7 are designated as “Visitor Parking”, and are identified with white lines. There are other Visitors parking stalls in various locations on campus, also identified with white lines.
- Reserved parking is available for selected employees who pay for their designated parking space each year. Only the selected employees are allowed to park in the reserved parking spaces between the hours of 6:00 a.m. and 5:00 p.m. Monday through Friday. Students and visitors, as well as employees who do not pay for reserved parking, are not allowed to park in reserved parking between the hours of 6:00 a.m. and 5:00 p.m. Anyone who does not have a designated reserved parking space but parks in a reserved parking space between the hours of 6:00 a.m. and 5:00 p.m. will be issued a citation. Reserved parking spaces are primarily located in Lot 4 (outside Lewis, Ashley, Dodge, and Stuart Halls); however, many parking lots throughout campus have reserved parking spaces. (Please note: Reserved parking spaces in campus housing parking lots are reserved for designated Residence Life Staff 24 hours per day, 7 days per week.) “Reserved “stalls are identified with blue painted numbers.
- Students may park in Lot 3 between 7:00am and 4:00pm on weekdays. (between Kinney Hall & Lewis Hall). This is subject to change when student traffic is low in the summer months, or when deemed appropriate by Security. While school is in regular session, Lot 3 is not available for employees.
- Iowa Western Community College Parking Policy (Holidays and In-Service Training days) All parking rules and regulations, including visitors parking lots/stalls, reserved parking, and student parking lot #3, will be citation enforced throughout all holidays and in-service training days, unless otherwise stated in an email or ROC postings.
- Faculty and students may park in the following lots: Lot 5A (near Student Center), Lot 6 (near Arts Center), and Lot 6A (near soccer and baseball fields), except for designated handicap, visitor, and reserved parking spaces, as well as fire lanes. Parking in campus fire lanes is always prohibited.; In addition, no parking is allowed on a yellow or white curb and on the diagonal yellow lines at the ends of the parking rows. “Student/General” parking stalls are marked with yellow lines,

- Housing residents are encouraged to park in their respective facilities parking lots, however you may also park in Lots 3, 5A, 5, 6, and 6A (see above for locations). Overnight parking will not be permitted in the Student Center parking lot 5A, and subsequently will be citation enforced.
- Blocking or obstructing traffic, parking on or blocking sidewalks, parking on curbs or other pedestrian pathways, parking or driving on College lawns, and parking in a fire lane are all prohibited.
- While driving on college property, motorists must yield right-of-way to pedestrians.
- All parking rules and regulations apply to motorcycles. Motor vehicle use, including motorcycles, is strictly prohibited on college walkways. Motorcycles, Mopeds, Scooters, and Motorized Bicycles may park on the diagonal yellow lines at the end of the parking rows.
- The speed limit on campus streets is 25 miles per hour.
- In order to address operational requirements (construction, special events, etc.), campus parking lots, parking areas, or parking spaces may be temporarily or permanently closed. Parking in these spaces (or moving cones or barricades) will result in a citation being issued.

#### Handicapped Parking

As mandated by the State of Iowa, a number of campus parking spaces are designated for handicapped parking. These parking spaces are clearly marked and are restricted for use by individuals displaying valid handicapped placards issued by the State of Iowa or any state.

#### Event Parking

The College may reserve the use of certain parking lots or parking spaces for special events. Students and employees will not be allowed to park in lots reserved for an event regardless of permit. Vehicles in parking lots and parking spaces that have been reserved for special events will be issued a ticket.

#### Weather

To enable snow removal from campus roads, walkways, and parking lots as quickly as possible, parking restrictions may be put in place when necessary. Failure to comply with restricted parking mandates, may result in a Citation.

#### Citations and Fines

Parking and traffic citations will be issued to any vehicles found to be in violation of the rules and regulations in this guide or as posted (on signs, on monitors, or in ROC) by the college.

The responsibility for finding an authorized parking space rests with the permit holder. Lack of preferred parking is not considered a valid excuse for violation of traffic and parking regulations. Failure to find a parking citation on the vehicle does not invalidate the parking citation or the associated fine.

Parking and traffic fines must be paid within 30 days of the ticket issuance date. Fines will be billed to student and employee accounts.

All fines double after the third offense and triple after the tenth offense.

#### **Fines Associated with Parking and Traffic Tickets\***

- Parked in No Parking Zone \$25.00 or \$50.00
- Parked in Visitor Parking \$25.00 or \$50.00
- Parked in Reserved Parking \$50.00
- Parked in Handicapped Parking \$50.00
- Parked in Fire Lane \$25.00 or \$50.00
- Improper Parking \$25.00 or \$50.00
- No Valid Parking Permit \$25.00 or \$50.00
- Reckless Driving/Stop Sign Violation \$25.00 or \$50.00
- Wrong permit for Lot # 3 Violation \$25.00

Fines are doubled after the third offense and tripled after the 10<sup>th</sup> offense.

\*Subject to change

#### **Parking for Motorcycles, Mopeds, Motorized Bicycles and Scooters \***

Motorcycles, mopeds, motorized bicycles, and scooters are not required to have a parking permit. However, those vehicles should be registered with Security at the window in Fremont #143. In addition to parking in a regular space, operators of motorcycles, mopeds, motorized bicycles, and scooters are allowed to park in the yellow-lined sections in parking lots.

#### **All-terrain vehicles\***

All-terrain vehicles (ATV's) should be registered as a normal vehicle and have the proper permit visibly displayed. Also, ATV's must meet all requirements of the Council Bluffs city ordinance to be allowed on IWCC property. The ordinance can be found at the link below; <https://www.councilbluffs-ia.gov/2454/ATV-Ordinance>.

#### **Theft and Damage**

Parking permits do not include or imply security protection. The College assumes no responsibility for theft or damage to motor vehicles or their contents. Vehicles should be locked at all times and valuables should be out of sight.

### Inoperable or Abandoned Vehicles

The owner or driver of a vehicle that cannot be moved due to mechanical difficulties must report the vehicle to Campus Security within 24 hours. Inoperable and abandoned vehicles will be towed at the owner's expense one week after the initial warning is issued.

### Towing of Vehicles

Vehicles with repeated violations and vehicles that are determined to be obstructing traffic, inoperable, abandoned, parking in a fire lane, being in an unsafe condition, or being stored without permission from Campus Security are subject to being towed. All charges and expenses are the responsibility of the vehicle owner.

### Parking and Traffic Appeals

Employees and students who receive traffic or parking citations have the right to appeal. Appeals may be submitted by using the Parking and Transportation site on the ROC. To be considered, the appeal form must be submitted within 30 days of the issuance date of the citation. Appeals that are submitted more than 30 days after the citation was issued will not be considered. Only one citation per appeal will be accepted and multiple citations will not be accepted with only one appeal. Each individual citation will need an additional appeal, etc.

### **Equal Opportunity and Non-Discrimination**

It is the policy of Iowa Western Community College to provide equal educational opportunities and not to discriminate on the basis of race, color, creed, religion, national or ethnic origin, ancestry, genetic information, physical or mental disability, age, sex, sexual orientation, gender identity or expression, veteran status, citizenship, medical condition, and actual or potential parental, family or marital status as those terms are defined under applicable laws, in its educational programs, activities, or employment practices.

The following individuals have been designated to handle inquiries and complaints regarding equal opportunity and nondiscrimination:

### **TITLE IX and EQUAL EMPLOYMENT OPPORTUNITY**

Robyn Porter

Director of Human Resources/Title IX and Equal Opportunity Coordinator for Employees

2700 College Road

Council Bluffs, IA 51503

(712) 325-3413

rporter@iwcc.edu

### **TITLE IX, DISABILITY and OTHER FORMS OF DISCRIMINATION**

Reanna Heim

Dean of Student Life and Success/Title IX, ADA/504, and Equal Opportunity Coordinator for Students

2700 College Road

Council Bluffs, IA 51503  
(712) 325-3207  
rheim@iwcc.edu

Inquiries and complaints may also be directed to the Director of the Office for Civil Rights U.S. Department of Education, John C. Kluczynski Federal Building, 230 S. Dearborn Street, 37th Floor, Chicago, IL 60604-7204, Telephone: (312) 730-1560 Facsimile: (312) 730-1576, TDD 800-877-8339 Email: [OCR.Chicago@ed.gov](mailto:OCR.Chicago@ed.gov)