



**Policy and Procedure**

**Policy Number: 602**

**Date: 12/30/2014**

**Revision Date:**

**Division/Department: Facilities**

**Author(s): Musgrove**

**Subject: Parking**

**Authorities:**

**Purpose:** It is the purpose of this policy and the College to have a defined and regulated system of parking for faculty, staff and student vehicles on the campus.

**Policy:** It is the policy of Pine Technical and Community College to maintain an orderly, efficient and effective system of parking on campus-owned lots and driveways. This system will ensure compliance with the Americans with Disabilities Act and other state and federal statutes, allow for temporary spaces for visitors, provide for efficient handling of snow and other weather conditions and allow for effective enforcement of parking rules.

**Procedure:**

1. There are no reserved parking spaces, other than those listed below in paragraph two.
2. Reserved parking spaces on campus are limited to:
  - a. Handicapped-accessible spaces as designated.
  - b. Visitor spaces as designated.
  - c. Spaces in the Pine Innovation Center parking lot east of the building, which are limited to clients/occupants of the Innovation Center incubator space and employees of the PTCC Continuing Education/Customized Training (CE/CT) Division and customers of CE/CT or the testing center.
  - d. Spaces designated for use by the childcare center.
  - e. Spaces marked as reserved for vehicles being serviced by the PTCC Automotive Program. Automotive and Student Services will develop a method of marking or tagging such cars for better identification.
  - f. The designated Employee of the Month space.
  - g. The space marked as time-limited on 4<sup>th</sup> Street adjacent to door 15, which is reserved for customers of the PTCC Gunsmithing Program.
  - h. Spaces marked for motorcycle parking as designated. Motorcycle spaces reserved for motorcycles only from May to October. All vehicles allowed to use these spaces during other months of the year.



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3. Parking is prohibited on driveways where no spaces are marked, in fire lanes, and in other areas marked as off limits to parking.
4. Other parking along 4<sup>th</sup> Street or Hillside Avenue falls under the jurisdiction of the City of Pine City and not PTCC.
5. Employees and students are encouraged to report violations of this policy to the main phone system operator in the Student Affairs offices.
6. Student Affairs maintains a ticketing system for notification to student violators and for collecting of parking violation charges. Student Affairs and Business Services devised a system of warnings/violations and methods for assessing the fine against a student violator.
7. Student Affairs will notify the Facilities Department when a violation is confirmed. Facilities personnel are authorized to issue parking violations and report those to Student Affairs. The Facilities Department may choose to delegate authority to issue tickets to other employees if such is effective and efficient. These delegations will be conveyed to Student Affairs. Facilities personnel or their designees will notify Student Affairs of the issuance of a parking ticket within one business day.
8. Student Affairs maintains a method of charging for violations if the person violating is a PTCC student. Violations by employees will be reported to Human Resources and thence to the employee's manager.
9. Parking fees are established in PTCC Policy 118.

**Responsibilities:**

1. All employees are responsible for reporting violations of this policy.
2. Facilities personnel or their designees will issue parking tickets when a violation of this policy is determined.
3. Student Affairs will receive reports of violations and report same to Facilities.
4. Student Affairs will assess and collect parking ticket charges for violations by students.
5. HR and departmental managers will address violations by employees.

**Dissemination: Normal**

**Reviewed by Campus Roundtable: First Reading: 1/12/15**

**Second Reading: 2/2/ 15**

**Reviewed by Faculty Shared Governance:**

**Reviewed by Managers Meeting:**

**Approved: 2/2/15**

**Approved: \_\_\_\_\_**

**Robert L. Musgrove, President**

**Date: \_\_\_\_\_**



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