



*"Do it heartily as to the Lord." Col. 3:23*

## **Parking and Traffic Regulations**

The following regulations were established to facilitate parking and traffic while providing for the safety of all persons using the campuses within the Valley Christian Schools, (as authorized) under provisions of the California Penal Code, the California Vehicle Code, and the Education Code.

This document contains information which was correct at the time of publication. However, due to changes in legislation, procedure, or policy, these rules and regulations are subject to change without written notice.

A commitment was made to our neighbors during the initial development of the Skyway Campus that students are not allowed to park, be dropped off, or picked up in the neighborhoods surrounding the campus. This commitment is still in effect and needs to be honored. Additionally, since a sufficient number of parking spots must be reserved at all times for parents, guests and for school/community events, we are able to offer a limited number of student parking to seniors only. For all other students who drive to school, we offer complimentary parking and shuttle service between the Skyway Campus and the Capitol Station - Fehren/Monterey Park and Ride.

### **GENERAL REGULATIONS**

#### **Responsibility for Compliance**

Parking on the campus of Valley Christian Schools is a privilege not a right. It is a privilege provided only by the Parking and Traffic Regulations of Valley Christian Schools. The operator of a vehicle on property controlled by VCS is responsible for complying with parking and traffic regulations stated herein and are responsible to follow directives by authorized VCS personnel and/or uniformed San Jose Police and are subject to the established penalties for violation. If the identity of the operator cannot be determined, as in the case of a parked vehicle, Valley Christian Schools will consider the registered owner of the vehicle responsible for any violation.

#### **Responsibility for Parking in Assigned Space**

It is the responsibility of the driver/assignee to park in his/her assigned area. Failure to park in your assigned area will result in a penalty for violation.

#### **Hours of Enforcement**

Parking regulations are enforced twenty-four hours a day. Enforcement of assigned parking is in effect between 7:00 am and 4:00 pm on days when school is in session. Disabled (handicapped) Zones, Fire Lanes, and Red Zones are enforced twenty-four hours per day, seven days per week.

## **Traffic Regulations**

The speed limit is posted on campus roads and speed should be restricted to the posted limits. The speed limit in the parking lots is 10m.p.h. or less, depending upon what is safe for existing traffic and weather conditions. The campus street speed limit is 25m.p.h.

Stopping in traffic lanes on campus roads, other than the designated student drop-off and pick-up area, to load and unload passengers is prohibited. The designated pick up and drop off area is in front of the football stadium. At no time is the visitor lot to be used for student drop-off or pick-up. U-turns are prohibited on campus. Drivers and pedestrians shall comply with traffic control directions given by VCS Traffic Control personnel.

## **Violations of Regulations**

Violations of any of the regulations set forth herein may result in a citation and/or towing of any vehicle. VCS may also take disciplinary action in any case of individuals who violate regulations.

## **Enforcement Procedure**

It shall be the duty of the VCS Transportation/Security Offices and such persons as authorized by those offices to enforce all of the provisions of the regulations and California Vehicle Code in a manner authorized by the California Education, Penal, and Vehicle Codes.

Unauthorized parked vehicles are also subject to towing in the manner prescribed by and under authority of Sections 22650 (and following) of the California Vehicle Code. VCS is authorized by San Jose Police and have contracted with a private property towing company. Any private property towing of vehicle will be at owner's expense:

**Campbell's Towing**  
**1461 Terminal Ave**  
**San Jose, Ca 95112**  
**408-295-7490**

The parking and traffic regulations are enforced through action of Valley Christian Schools. Fines must be paid via "PAY FEES" online only. Valley Christian Schools will no longer accept cash or checks for payment of citations.

## **Habitual Offenders**

Any driver (on campus or other VCS authorized lot) who accumulates 3 or more "unpaid" citations shall be subject to or face any or all of the following consequences:

- Loss of campus driving privileges
- School disciplinary action
- Doubling of fines for second offense, and tripling of fines for third offense.
- Private property towing of vehicle at owner's expense.

## **Parking and Traffic Regulation Changes**

Changes in the Valley Christian Schools Transportation, Parking and Traffic Regulations will become effective upon approval of the VCS Administrative Team. Any changes may be printed and made available to the VCS community.

### **Complimentary Off-Site Student Parking/Shuttle Services**

Information on off-site parking/shuttling can be obtained by telephone, mail, or in person from the VCS Security office at (408) 513-2432 or at [www.vcs.net](http://www.vcs.net)

## **GENERAL PARKING REGULATIONS**

### **Parking**

All vehicles must display a valid Valley Christian Schools parking permit when parked on any VCS campus (or VCS authorized lot). Personal notes describing reasons for lack of a parking permit or for parking in an unauthorized manner will not be accepted. A valid permit must be obtained and displayed.

A vehicle displaying a VCS Parking Permit must park in those areas authorized by the permit as designated and described in these policies. Transferring of your permit is prohibited.

Reserved Parking spaces designated for specific use (i.e. disabled, loading, school vehicles, etc.) are restricted to assigned vehicles twenty- four hours per day unless otherwise posted.

Parking Permits are valid only in assigned areas.

Parking is prohibited in any area not specifically marked as a parking space, including planted and unplanted landscapes, lawns, sidewalks, pedestrian areas, service docks, service drives, roadsides, driveways, streets and other traffic ways, pedestrian crossing, disabled ramps, bus zones, red, yellow and white curbs, posted no parking areas, barricaded or closed lots, or streets.

Vehicles must be parked with all wheels resting within the boundaries of the parking space as indicated by painted lines or other markers. Taking more than one space is prohibited.

Parking is specifically prohibited in disabled spaces except for vehicles on which appropriate disabled designators are displayed. This section is enforced twenty four hours per day, seven days per week.

Loading zones are for the loading and unloading of equipment by staff, students, and vendors, and must not exceed the posted time limits. Parking in a time-controlled space or zone is limited to the time posted.

Vehicles must display evidence of a current motor vehicle registration (i.e. license tag) in accordance with the State of California Vehicle Code.

Vehicles left on campus, even with a valid permit, are left at the owner/operator's risk. Camping or residing in a motor vehicle on VCS property is prohibited.

Bicycles must be parked in bicycle racks in a manner which will not interfere with the safety or normal movement of vehicular or pedestrian traffic, building use, trash collection, grounds maintenance, or other services.

All vehicles are subject to regulations for private property towing at owner's expense.

Students are not allowed to park in the neighborhoods surrounding the school for any reason. Failures by a student to adhere to parking regulations will result in disciplinary actions.

Students may not be picked up or dropped off in the neighborhood.

## **Appeals**

The presence of a correctly filled out and issued citation is considered to be *prima facie* evidence that a violation has occurred. Therefore, the only proper basis for an appeal of a citation is that the cited section was not violated.

Claims of lack of intent to violate regulations are not grounds for canceling a citation.

To contest a citation, you must submit a citation appeal form within twenty-one days of the issuance of the citation. Citation Appeal Forms may be obtained in person from the VCS Security office.

## **Pay Fee and Delinquent Citations**

Valley Christian Schools is no longer accepting checks for parking violations or delinquent citations. Citation fees must be paid online through the Parent Portal at [parent.vcs.net](http://parent.vcs.net).

Once logged into your account there is a link for "pay fees". This is the only method by which all citation fines will be accepted. Citations that are not paid within the 21 day period will be charged a \$30.00 delinquent fee.

## **General Stipulations**

These regulations have been established under the authority of Section 21113 of the California Education Code.

In the absence of any specific regulation applicable to parking or traffic on campus, ALL provisions of the California Vehicle Code shall be enforced.

The holder of a parking permit shall protect and "HOLD HARMLESS" Valley Christian Schools, their officers, and employees from all claims of injuries to persons or damages to property.

The removal of any barrier, fence or traffic directional sign or the operation of any vehicle in an area closed or barricaded is prohibited. All valid parking permits are issued solely by the authority of Valley Christian Schools, and are nontransferable.

Permits are issued when the applicant has paid the required fees and settled any previous outstanding penalties for traffic and parking violations.

Those caught littering in any VCS traffic or parking area could have their parking privileges revoked.

Students are not allowed to park in the neighborhoods surrounding the school. The Board of Directors of Valley Christian Schools is authorized pursuant to Section 21113 of the California Vehicle Code to set forth conditions and regulations pertaining to the operation and parking of vehicles and bicycles upon the grounds of Valley Christian Schools.

## PERMIT INFORMATION

### Parking Permits

All teachers, staff, and students must have a parking permit to park a car on campus. Parking permits remain the property of VCS and the privilege to use a permit may be revoked at any time. VCS reserves the right to refuse a permit and/or permission to park on campus.

### Senior Parking

Due to the number of students and faculty/staff on the Skyway Campus, VCS will limit the number of on-campus senior parking permits. VCS will use a simple lottery system to award the student parking permits, giving all seniors an equal opportunity to be awarded a permit.

To register for the lottery you must apply during the open enrollment process online through the Parent Portal at [parent.vcs.net](http://parent.vcs.net). We will be accepting a nonrefundable registration fee to be become eligible for the parking pass lottery.

A drawing will be conducted for all those who have paid their fees in good standing. Parents will be notified if your child's name is drawn. Upon notification, the annual fee is added to your Pay Fees account. If you do not pay your fee by the specified due date your name will be removed and we will go to the next name on the list. We will continue with this process until the allocated number of permits has been filled.

Any seniors without an on-campus parking permit, will be required to park at the Capitol Station - Fehren Park and Ride Lot, located approximately  $\frac{3}{4}$  of a mile north of the campus on Monterey Highway.

Security is provided at the Capitol Station - Fehren Lot from 6:45AM to 6:30PM daily.

Capitol Station - Fehren parking permits are issued at no-cost. Free shuttle service is provided to and from campus.

Upon successful registration and payment, it is the student's responsibility to pick up their parking sticker from the VCS Security Office prior to the first day of school. Any vehicle parked on campus that does not display a valid parking permit will be cited. Permits are not deemed valid until they are placed on vehicles.

Sophomores and juniors are not allowed to park on campus but have the complimentary off-site parking option available. Both on-campus and off-campus parking requires a valid parking permit sticker.

Staff/Teacher parking permits will be issued at no cost from the Transportation Office.

## **Display of Parking Permits**

Permits must be displayed properly. Failure to properly display a valid parking permit will result in a citation.

Purchase and/or possession of a parking permit does not authorize parking on VCS facilities unless the permit is properly displayed. The permit must be displayed in the lower left corner of the front windshield in such a manner that the color and writing on the permit is clearly seen from the front of the car.

### **Parking permits are considered invalid when:**

- Expired or voided
- Not intact
- Illegible
- Altered in any way
- Sold, loaned, assigned, or otherwise transferred to another person or vehicle
- Information on the parking permit has been falsified.
- Permit has been reported lost or stolen.
- Permit cannot be clearly seen from outside the vehicle.
- Special Parking Accommodations

### **Special accommodations for parking are made only under strict guidelines:**

- Those Staff/Faculty/Students needing special parking accommodations due to an injury or illness must have a signed note from their doctor, specifying the reason, injury/condition, and length of time the accommodation is recommended. Once the Transportation Offices receives this note, the security department will issue a temporary permit for the visitor lot.
- Disabled Staff/Faculty/Students who desire to use the campus spaces designated for the disabled are required to have a disabled permit obtained from the Department of Motor Vehicles.