



2024 – 2025  
Parking Regulations

## Contents

Introduction .....	3
Being unfamiliar with these regulations shall not constitute a defense for the violation of a regulation. ....	3
LCSC Parking Permit Information.....	3
Administration .....	4
Definitions .....	4
General Regulations.....	4
Disability Parking.....	5
Parking Meters.....	6
Motorcycles / Bicycles / Skateboards .....	6
Resident Students .....	6
Travel/Overnight Parking.....	7
Temporary Permits .....	7
Special Use Parking Permits .....	7
Guests and Visitors.....	7
Inoperable or Borrowed/Rental Vehicles.....	7
Penalties for Violation of Parking Regulation: .....	8
Assessment of Fines and Student Holds .....	8
Late Fees .....	9
Ticket Appeals.....	9
Ticket Appeals Committee.....	9

## Introduction

These regulations establish standards for the administration and the enforcement of all campus parking at Lewis-Clark State College (LCSC) under the authority of the State Board of Education and in accordance with the Idaho Vehicle Code.

City streets are under the jurisdiction of the City of Lewiston unless vacated for a Lewis-Clark State College event.

***Being unfamiliar with these regulations shall not constitute a defense for the violation of a regulation.***

***These regulations shall apply to all vehicles on the Lewis-Clark State College campus by faculty, staff, students, visitors, private and official vehicles. All vehicles (not belonging to the College) parked on the campus or in a college-controlled parking area, shall display a valid LCSC Parking Permit, VIP Pass, Visitors Pass, or Vendors Pass in the lower left corner (driver's side) inside of the windshield. (If the vehicle is an open jeep/type vehicle, convertible or motorcycle, the vehicle owner shall contact Public Safety for display directions).***

## LCSC Parking Permit Information

- All vehicles, including trailers, parked on the LCSC Campus must purchase and display a valid LCSC Parking Permit. You may register and purchase parking permits online at: <https://lewisclark.omnigo.one/CESIReportExec/opr/> You may also pay for the permit in-person. You must pick up the permit in the Department of Public Safety office located in Meriwether Lewis Hall Room 110. Permits will be processed when payment is received. .Failure to display a valid parking permit shall constitute a violation of these regulations.
- LCSC Parking Permits are assigned to the vehicle listed on the LCSC Vehicle Registration form and are not transferable.
- When a change in ownership of the registered vehicle occurs, it is the responsibility of the person to whom a permit has been issued to remove the permit at the time of sale and return it to the Department of Public Safety.
- Any change of ownership, license plate number, address or sale of licensed vehicle shall be reported to the Department of Public Safety in Meriwether Lewis Hall 110 on the next business day or by email to: **parking@lcmail.lcsc.edu** .
- Purchase of an LCSC Parking Permit does not guarantee an individual parking space.
- Contact the Department of Public Safety immediately to report unauthorized vehicles in campus lots.
- The responsibility of finding a legal parking space rests with the vehicle operator. Lack of space is not considered to be a valid reason for violation of these regulations.
- The fact that other vehicles are parked improperly does not constitute a valid justification for parking in violation of these regulations.

These regulations shall be effective as of July 1, 2024, unless indicated by official college notice. Ticketing on week two of the semester. There is no ticketing during breaks. Warnings will not be given after the first week of the semester.

## Administration

The Vice President for Finance and Administration is responsible for the administration and enforcement of the campus parking program with the authority delegated to the Department of Public Safety to issue parking permits, issue parking tickets and to collect penalties for violations of these regulations [with the cooperation of the Controller's Office] to maintain the records of permits and violation citations.

***Lewis-Clark State College does not assume any liability for the protection of any vehicle or its contents while on campus or any property owned or leased by the College. LCSC encourages everyone to lock their vehicles when leaving them unattended.***

## Definitions

- **Campus:** for the purpose of these regulations includes all property owned or leased by Lewis-Clark State College in and around the City of Lewiston. This includes the streets and alleys under the jurisdiction of the City of Lewiston.
- **Staff:** as it appears herein, includes faculty and staff, as well as employees of non-College organizations who work on the campus or are assigned an office, laboratory or equivalent space within a college building.
- **Warning:** applies to any and all verbal or written instructions from LCSC parking officials.
- **Grace Period:** the 10 business days following the issuance of an official notice by the Department of Public Safety (Public Safety).
- **Official Notices:** any official document pertaining to parking enforcement, regulation, or collections such as tickets, late notices, appeal notifications, letters, or e-mails.
- **Parked:** any car which is left unattended with the engine off.
- **Standing:** any car which is left unattended with the motor running.

## General Regulations

The Motor Vehicle Laws of the State of Idaho, the Traffic Ordinances of the City of Lewiston, and the following Parking Regulations of Lewis-Clark State College shall apply:

- Permits are to be adhered directly (not packaged, laminated or taped) to the inside, lower left-hand corner of the front windshield. Permits have a mild adhesive that sticks without the use of any additional adhesive such as tape or glue. Permits are easily removed; however, assistance will be provided by Public Safety if needed.
- Parking on the LCSC Campus is permitted in areas marked by parking space lines or signs. All other areas are officially declared no parking zones.
- All persons operating a motor vehicle on the LCSC Campus or property owned by the College shall not exceed a 10-miles-per-hour speed limit.
- Students, faculty and staff are not allowed in visitor parking spaces.
- There will be no parking in spaces that are barricaded or coned, "Authorized Vehicle Only" spaces, or areas on grass or lawns. Double parking is not allowed. Do not block entrances, exits, or dumpsters unless authorized by Physical Plant or the Department of Public Safety.
- Parking in areas designated as a loading zone or at yellow curbs for legitimate unloading or loading of equipment or supplies is limited to 20 minutes. Additional time may be arranged only by contacting the Department of Public Safety in advance.
- Parking in areas marked with red fire curb is prohibited. Any vehicle left parked or standing will be subject to a fine.
- Any vehicle left parked or standing in any no parking area is subject to a fine.

- Vehicles, which are not in compliance with these regulations and are left with hazard flashers engaged, are still considered illegally parked and are subject to citation.
- Parking is prohibited in handicapped zones or spaces without the proper permits. State Handicap Permits are required in conjunction with an LCSC Parking Permit. All state handicap permits shall be assigned to the person using the handicap space and in accordance with Idaho Statute, Title 49-410 & 49-117.
- Driving a motor vehicle, motorcycle, or any motorized device on campus property – other than on an authorized road, driveway, or parking area – is prohibited.
- The parking of a disabled or inoperative vehicle on campus for a period in excess of 48 hours is prohibited. The owner(s) of all vehicles in violation of this regulation will be notified with a notice placed on their windshield to move the vehicle. The vehicle may then be towed away after 48 hours at owner expense.
- Parked vehicles should be within the lines of a parking space and only one vehicle per parking space.
- On special occasions and during emergencies, parking limitations or revisions may be imposed by Administration and/or the Department of Public Safety. Such events include, but are not limited to: Dogwood Festival, athletic events, NAIA parking, and organized on-campus meetings.
- Driving the wrong way in a campus parking lot when directed by traffic signs or arrows is prohibited.
- Failure to display or properly display a valid parking permit on the vehicle is a violation of these regulations and subject to a fine.
- The display of a lost or stolen parking permit is a violation resulting in a \$50 fine and subject to further disciplinary action.
- All vehicles parked on campus more than 48 hours while staff, students, or owners are away must have the proper parking permits and authorization from the Department of Public Safety. The owner/operator shall complete a hold harmless form and provide contact information for notification purposes. Any vehicle found parked in violation of this regulation is subject to being towed at the owner's expense.
- LCSC Parking Permits are enforced Monday through Friday 7:00 am to 5:00 pm.
- All fire zones, handicap parking, and no parking zones are enforced at all times.
- Warnings - Any warning issued, whether verbal or in writing, is subject to action by LCSC Public Safety. Failure to act upon a warning may result in fines or citations issued after the fact, and/or a student code violation.
- Vehicles parked in spaces marked "Reserved Parking" are subject to fines as these spaces are reserved for official College vehicles.

### **Disability Parking**

- Parking spaces designed for disabled parking require both an LCSC Parking Permit **and** a valid State issued Disability license plate or placard that is displayed at all times.
- Should you be mobility impaired, but do not use a wheelchair, please park in any available space before taking a handicap space. This helps maintain oversized parking spaces for those with special needs.
- Temporary disabled parking placards must be displayed where a valid expiration date can be seen or fines may apply.
- Those displaying a valid disabled parking placard may park in metered parking areas. Per state law, meter fees are not applicable. Vehicles utilizing these spaces for extended time periods, multiple days, or in place of the purchase of a valid LCSC parking permit are subject to fines.

- For more information on how to obtain a state-issued disability license plate or placard in Idaho, visit the [Idaho DMV website](https://itd.idaho.gov/wp-content/uploads/2016/11/3392Fill.pdf).  
<https://itd.idaho.gov/wp-content/uploads/2016/11/3392Fill.pdf>

### **Parking Meters**

- Parking meters are available for the use of students, faculty, staff and visitors with the conditions that the meter is paid. All vehicles parked in parking meter spaces will be ticketed for expired meters.
- Vehicles with parking permits cannot park in metered spaces without paying the meter.
- In accordance with Idaho State law handicap permit holders may park in the metered spaces for free.
- Multiple tickets may be issued in one day; no more than one ticket every 2 hours.
- Vehicles which use parking meters on a regular basis for extended time periods without paying the meter will be subject to additional fines.
- Report any malfunctioning meters to the LCSC Department of Public Safety at the time of failure. Notes will not be accepted. Meter citations are canceled only if the meter is confirmed to have malfunctioned and is investigated by the reporting party and an officer.

### **Motorcycles / Bicycles / Skateboards**

- For the purpose of these regulations, any motorized two or three-wheeled vehicle is considered to be a motorcycle. The parking of motorized vehicles at bicycle racks is prohibited. LCSC Parking Permits are not required for motorcycles in designated white “crosshatched” areas but are required when parking in a regular vehicle parking space.
- Bicycles are not required to be registered or display a parking permit; however, everyone is encouraged to register them (no charge) at the Public Safety Office as a precaution in case of theft.
- Bicycles are required to be parked in a bicycle rack provided by the College.
- Bicycles are prohibited from being parked or left in areas that impede the means of access or egress from a building or effectively obstructs or constricts emergency access routes, driveways, loading zones, or walkways.
- Prohibited locations for bicycles include, but are not limited to, stairways and hallways, classrooms in buildings, or access ramps for persons with disabilities.
- Chaining – or, in some other manner, connecting bicycles to handrails, trees and shrubbery – is prohibited.
- Bicycle parking infractions can result in a parking fine.
- Motorcycles or bicycles parked or left so that they constitute a safety hazard on campus may be impounded without warning. The College will not be responsible for any damage incidental to the removal process. Motorcycles parked in metered parking spaces are subject to meter rates and conditions. The riding or use of skateboards on the LCSC Campus or any property owned or leased by the College is prohibited. Violators of this regulation may be trespassed from LCSC by Public Safety and the Lewiston Police Department [I.C. 18-7008 (A) (8)]

### **Resident Students**

- Students residing in Clark Hall, Talkington and College Place are encouraged to park their vehicles in the 4<sup>th</sup> Street parking lot.
- There is no overnight parking in the Library parking lot without arrangements through the Department of Public Safety. Vehicles left overnight in the Library lot may be subject to a fine.

- There is no overnight parking on 4<sup>th</sup> Street WCC parking between 8<sup>th</sup> Ave. and 9<sup>th</sup> Ave. Please park in 4<sup>th</sup> St. North lot or the lot south of College Place.
- At Clearwater Hall “No Parking” on the south side of the building is strictly enforced.

### **Travel/Overnight Parking**

- **Parking for overnight/long term travel shall be in the Wittman Parking lot on 11<sup>th</sup> Ave.**

### **Temporary Permits**

#### **Special Use Parking Permits**

- Division Parking Passes: Division passes are available to all divisions for guest use. Any faculty, staff or student found using the permit is subject to a fine and revocation of the division pass.
- Vendor Parking Passes: Vendor passes are available through the Public Safety office. Special regulations apply. Contact Public Safety for more information.
- Event Parking: A special event is defined as any event on the LCSC campus that expects guests in attendance other than employees and students; an event that invites the public onto the campus and therefore requires parking needs not addressed by standard parking permits. Examples include, but not limited to: athletic events, conferences, performances, and entertainment events that are open to the public. For more information contact Events at 208- 792-2644.

#### **Guests and Visitors**

- To facilitate parking control and to avoid penalties for parking violations, visitors wishing to park on campus must obtain a complimentary parking pass from the Department of Public Safety MLH 110.
- Disabled individuals may make parking arrangements by calling the Department of Public Safety at 208-792-2226.
- Faculty/staff who invite guests to campus need to make prior arrangements at least three days in advance for guest passes.
- Faculty, staff, and students are not eligible for a visitor’s pass.
- LCSC Parking Permits are reciprocal with the University of Idaho parking permits.
- LCSC Parking Permits are valid at the University of Idaho in blue parking areas **only**.

#### **Inoperable or Borrowed/Rental Vehicles**

- Inoperable Vehicles: Vehicles which are inoperable due to mechanical issues, car accidents, or body work may be eligible for a temporary permit. Temporary permits are issued on a case- by-case basis to permit holders while their car is being repaired.
- Borrowed/Rental Vehicles: Should a student, staff, or faculty member have occasion to borrow/rent a vehicle for any reason a temporary permit may be issued for the borrowed vehicle.
- Temporary permits are not to be used as a replacement for an additional vehicle permit. If a temporary vehicle pass is issued to a permit holder and both the original vehicle and the temporary vehicle are found on campus, parking citations will be issued.

### 2024-2025 Parking Permit Fee:

Single Vehicle – Annual	<b>\$80.00</b>
Single Vehicle – Semester	<b>\$60.00</b>
Additional Permit	<b>\$25.00</b>
Replacement Permit	<b>\$25.00</b>

- Generally, refunds will not be issued once a permit has been purchased. Limited exceptions apply and will be evaluated on a case-by-case basis
- Single vehicle parking permits are **not** transferable from one vehicle to another. Failure to obey this rule will constitute a violation and the operator will be subject to a citation.

### Penalties for Violation of Parking Regulation:

No Parking Permit	<b>\$50</b>
Improper/Failure to Display Properly	<b>\$10</b>
No Handicap Permit	<b>\$75</b>
Restricted Parking – Expired Meter, Visitor Parking, Reserved Spaces	<b>\$25</b>
Illegal parking-Double parking, crosswalk violation, obstructing traffic.	<b>\$15</b>
No parking zone – fire lane, red curb, blocking entrance/exit, blocking walkway, parking in red/blue/yellow/orange hash marks.	<b>\$25</b>
Display of lost or stolen permit.	<b>\$50</b>
Bicycles/Motorcycles	<b>\$15</b>
Late Fee (after 10 business days)	<b>\$25</b>
Other (will be assessed by Public Safety according to safety).	--

***Vehicles parked in unauthorized spaces or areas are subject to towing at the owner's expense.***

Parking permits or parking privileges may be recalled, revoked, or suspended for any of the following reasons:

- three or more citations during a school year
- transfer of a permit to an unauthorized vehicle
- falsification of information on a permit application

All penalties are due and payable within ten days of the date citation is issued. Failure to comply constitutes an additional violation with a minimum penalty of \$25.00 in addition to the original penalty.

### Assessment of Fines and Student Holds

Fines will be assessed to ticketed vehicles as follows:

- the person who purchased the permit if a permit was displayed
- registered owner(s)
- drivers-vehicles under the care, custody and control of someone other than the registered owner(s)



- late fees, fines and holds applied to any/all of the above parties after the lapse of the 10-day grace period

There is no statute of limitations on citation billing.

### **Late Fees**

All fines are due and payable to the Department of Public Safety within 10 business days or a late fee may be added. If payment or an appeal is not received during the 10-day “grace period,” a late fee will be added and a hold will be placed on the student account. Late fees may be extended by contacting the Public Safety Office within the 10-day grace period; all extensions are made on a case-by-case basis. Holds will be removed only after all fines have been paid or satisfactory arrangements have been made with the Public Safety Office.

### **Ticket Appeals**

If you feel that a citation has been issued in error, you have the option of appealing the citation to the Ticket Appeals Committee within 10 days of receiving a ticket. All tickets that are currently going through the appeals process will not be assessed a late fee until 10 days after the process is complete. Appeals submitted after the 10-day grace period will not be heard and the citation will stand. For more information, or to begin an appeal, visit:

<https://www.lcsc.edu/public-safety/parking-services/parking-tickets-appeals>

### **Ticket Appeals Committee**

The Ticket Appeals Committee is comprised of persons from the following groups on campus: Faculty, Professional Staff, Classified Staff and the Student Body. The group meets as necessary with a person from the Department of Public Safety available for any questions or clarifications. They discuss and make the determinations on the appeals that have been submitted for consideration.

For more information contact the Department of [Public Safety](#) at 792-2226 or via e-mail: [parking@lcmail.lcsc.edu](mailto:parking@lcmail.lcsc.edu)