

AP 3522 - Traffic Code Procedure

General

1. The College Traffic Code (Code) governs the operation and parking of vehicles on property owned by Chemeketa Community College.
2. The **Public Safety office** has the responsibility of administering the application of the Code.
3. Changes to the Code are adopted by the **College Board of Education** prior to implementation.
4. The Code will be kept permanently on file at the **Public Safety office** and shall be available for inspection any time during regular business hours.
5. Students and employees shall be responsible for familiarizing themselves with these regulations and subsequent changes.

Appeal Process

1. **College Appeal Process:** When the violation is written on a college citation, the administrative appeal process is used.
 - A. Within fourteen calendar days of the date of citation, an appeal to the **director of Public Safety**, or their designated representative, may be scheduled. An appeal may not be scheduled after the fourteen-day period.
 - B. If an appeal appointment is scheduled before the fourteen-day time period, but occurs after the fourteen-calendar day period, the citation amount will not double while the appeal is pending, unless the appellant fails to appear or does not arrange to reschedule the appointment.
 - C. Failure to appear for a scheduled appeal will result in forfeiture of the appellant's rights to appeal and the appropriate fines will be due at the college's **Public Safety**.
 - D. Appeal appointments may be rescheduled a maximum of two times.
 - E. Fines that have been reduced by an appeal, which remain unpaid after fourteen calendar days from the appeal date, will revert to the original fine, and are subject to doubling.
 - F. Within fourteen calendar days of the appeal decision by the **director of Public Safety**, a further appeal may be submitted to the **director of Legal Resources**. This second appeal must be in writing stating the reason(s) the appellant feels that a reversal of the **Public Safety** decision is warranted.

2. **State or Local Court Appeals:** For citations issued on a form approved by the state, the appeal process of the local circuit, justice, or municipal court is used.

Reserved Parking Areas

1. Reserved parking spaces may be designated by the **Public Safety office** to meet needs of employees, students, employees and visitors. Such spaces may include, but are not limited to:
 - A. Handicapped (in compliance with applicable state and federal regulations);
 - B. Visitor;
 - C. Motorcycle; and
 - D. Special permit areas for employees.

Oregon Vehicle Code

1. The Oregon Vehicle Code may be reviewed at the **Public Safety office** at the college library or at the **State of Oregon** Website.

May 11, 1992

Adopted College Council

April 13, 1994; March 8, 2000; December 4, 2002;

June 2, 2004; February 9, 2005; March 8, 2006

Revised

February 9, 2011

Revised by College Executive Administration