

MANUAL OF PROCEDURE

PROCEDURE NUMBER: 1433

PAGE 1 of 2

PROCEDURE TITLE: Parking Decals for Full-Time, Part-Time, and Contractual Employees

STATUTORY REFERENCE: FLORIDA STATUTE 1001.64

BASED ON POLICY: V-8 Operations and Maintenance of College Facilities

EFFECTIVE DATE: January 9, 1980

LAST REVISION DATE: June 25, 2002

LAST REVIEW DATE: March 1, 2005

I. PURPOSE

To provide for the issuance of automobile decals to permanent and temporary members of the faculty and staff.

II. PROCEDURE

A. Vehicle decals are required for parking in all areas including those designated for employees. A maximum of two decals may be issued per person, and it is the responsibility of the recipient to display the decal in the lower left hand corner of the rear window or on the left side of the rear bumper on the vehicle for which the decal was issued. Vehicle registration, an MD-Card and/or a memorandum signed by the department supervisor verifying employment, and/or employment verification from Human Resources listing must be presented at the time of application for the decal.

B. Decals are issued and signed for in person at the campuses as follows:

North Campus Security Office Rm 1177
7:00 a.m. - 11:00 p.m. - Monday-Friday
7:00 a.m. - 4:00 p.m. - Saturday

Medical Center Campus Security Office Rm 1153
7:00 a.m. - 11:00 p.m. - Monday-Friday
7:00 a.m. - 4:00 p.m. - Saturday

Kendall Campus Security Office Rm 5118
7:00 a.m. - 11:00 p.m. - Monday-Friday
7:00 a.m. - 4:00 p.m. - Saturday

Homestead Campus Security Office Rm A112
7:00 a.m. - 11:00 p.m. - Monday-Friday
7:00 a.m. - 4:00 p.m. - Saturday

Wolfson Campus Parking Garage or Security Office Rm 1140

7:00 a.m. – 11:00 p.m. - Monday-Friday
7:00 a.m. – 4:00 p.m. - Saturday


InterAmerican Campus Security Office Rm 1123

7:00 a.m. – 11:00 p.m. - Monday-Friday
7:00 a.m. – 4:00 p.m. - Saturday

- C. Decals are valid for the Academic Year for the year issued.
- D. A record will be maintained of all decals issues, including name, decal number, and license plate number.
- E. Employee decals and gate cards are not to be given to non-employees for the purpose of parking in employee parking lots.
- F. At the Campus Security Office, the Campus Information Booth, or at other appropriate locations a temporary permit may be issued when employees are driving a vehicle other than their regular decaled one.
- G. Student assistants do not qualify for employee decals.

III. VIOLATIONS

All vehicles, including motorcycles, scooters and mopeds, parked on MDC property must comply with established parking policies and display a current parking decal. Vehicles in violation of the parking policy may receive a written warning or a citation, and/or be subject to the auto boot or towing.

	
3/1/05	
PRESIDENT	DATE