

MANUAL OF PROCEDURE

PROCEDURE NUMBER: 1433

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PROCEDURE TITLE: Parking Decals for Employees and Students

STATUTORY REFERENCE: FLORIDA STATUTE 1001.64

BASED ON POLICY: V-8 Operations and Maintenance of College Facilities
V-24 Use of College Facilities

EFFECTIVE DATE: January 9, 1980

LAST REVISION DATE: March 7, 2011

LAST REVIEW DATE: March 7, 2011

I. PURPOSE

To provide for the issuance of motor vehicle decals to regular and temporary employees, and to students.

II. PROCEDURE FOR EMPLOYEES

- A. Vehicle decals are required for parking in all College parking facilities. Only one (1) decal may be issued to each employee. It is the responsibility of the recipient to affix the decal on the exterior of the vehicle 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 must be presented at the time of application for the decal.
- B. Decals are issued in person at the Public Safety Office, or Campus Services Office on each Campus. Decals for new Full-time employees will be issued by the Division of Human Resources during New Employee Onboarding Sessions.
- C. Decals are valid only for the year issued.
- D. A database record will be maintained of all decals issued, including name, decal number, make and model of vehicle and license plate number of the vehicle for which the decal is issued.

- E. Employee decals and gate cards will not be given to unauthorized persons for the purpose of parking in employee parking lots.
- F. At the Campus Public Safety 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 regularly decaled vehicle.
- G. Work study students do not qualify for employee decals.

III. VIOLATIONS - EMPLOYEES


All motor 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. Employees may not permit family members (e.g. dependent students) to access employee parking areas when attending class. Any employee who violates parking procedures may be subject to disciplinary action, up to and including termination of employment.

IV. PROCEDURE FOR STUDENTS

- A. Vehicle decals are required for parking in all College parking facilities and are issued to all enrolled students. Only one (1) decal may be issued to each student. It is the responsibility of the recipient to affix the decal on the exterior of the vehicle 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. College MD-Card and vehicle registration must be presented at the time of applying for the decal.
- B. Decals are issued and signed for in person at the designated campus location.
- C. Decals are valid only for the year issued.
- D. A database record will be maintained of all decals issued student name, decal number, vehicle make and model, and license plate number of the vehicle for which the decal is issued.
- E. Individuals parking in an employee decaled vehicle in the employee parking lot for the sole purpose of attending class are in violation of the parking policies and procedures of the College.
- F. At the Campus Public Safety Office, the Campus Information Booth, or at other appropriate locations a temporary permit may be issued when students are driving a vehicle other than their regularly decaled vehicle.

V. VIOLATIONS – STUDENTS

All motor 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. Students' failure to comply may result in a citation from a civil authority as well as disciplinary action on the part of the College.

	
March 7, 2011	
PRESIDENT	DATE