

MANUAL OF PROCEDURE

PROCEDURE NUMBER: 1453

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PROCEDURE TITLE: Parking Decals for Students

STATUTORY REFERENCE: FLORIDA STATUTES 1001.64, 1001.61 AND 1012.855

BASED ON POLICY: I-94 Issuance of Parking Decals for Employees and Students

EFFECTIVE DATE:

LAST REVISION DATE:

LAST REVIEW DATE: March 1, 2005

I. PURPOSE


To provide for the issuance of vehicle decals to students attending the College.

II. PROCEDURE

- A. Vehicle decals are required for parking in all college parking facilities and are issued to all enrolled students. A maximum of two decals will be issued per student, 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 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 for the academic year for the year issued.
- D. A record will be maintained of all decals issued including name, decal number, and license plate number.
- E. Students 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 Security 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 regular decaled one.

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