

MANUAL OF PROCEDURE

PROCEDURE NUMBER: 1454

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PROCEDURE TITLE: Vehicle Parking

STATUTORY REFERENCE: FLORIDA STATUTES 1001.64, 1001.61 AND 1012.855

BASED ON POLICY: I-1 Administration and Organization of Miami Dade College Policy Manual Approval and V-8 Operations and Maintenance of College Facilities

EFFECTIVE DATE: September 15, 1969

LAST REVISION DATE: September 13, 2005

LAST REVIEW DATE: September 13, 2005

I. PURPOSE

To provide vehicle parking for students, employees, visitors, persons with disabilities and for special events.

II. PROCEDURE

A. Student Parking, refer to Procedure 1453

B. Employee Parking, refer to Procedure 1433

C. Visitor Parking


1. When visitors are invited to a campus, the visitor should be advised to obtain a temporary visitors' parking permit from the Public Safety Office or if available, from the Information Booth.
2. Visitors may park in the designated visitors' parking area, the employee lots, or the student lots.
3. Any irregularities concerning parking in the visitors' lot or any other lot or area on campus will be referred to the Public Safety Office.

D. Persons with Disabilities Parking.

1. Vehicles parked in the designated disabled vehicle spaces shall prominently display a valid disabled person decal.
2. Only decals issued by the Bureau of Motor Vehicles or temporary permits issues by the Public Safety Office will be deemed valid.
 - a. Decals issued by the Bureau of Motor Vehicles shall be subject to verification by the City of Miami Police or by Metro-Dade Police

E. Special Functions

1. Special functions on campus requiring parking facilities for ten or more cars will be coordinated with the Public Safety Office prior to extending invitations.
2. With the concurrence of the originating department, and based on the availability of parking areas, the Public Safety Office will designate the parking area or areas to be used.
3. The Public Safety Office will issue to the originating department, special decals designating the specific group visiting on campus.
4. Any irregularities concerning parking in the Visitors' Lot or any other lot or area on campus will be referred to the Public Safety Office.

	
	9/13/05
PRESIDENT	DATE