

# MANUAL OF PROCEDURE

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**PROCEDURE NUMBER:** 1454

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**PROCEDURE TITLE:** Vehicle Parking

**STATUTORY REFERENCE:** FLORIDA STATUTES 1001.64

**BASED ON POLICY:** I-1 Administration and Organization of Miami Dade College Policy Manual Approval  
V-8 Operations and Maintenance of College Facilities  
V-24 Use of College Facilities

**EFFECTIVE DATE:** September 15, 1969

**LAST REVISION DATE:** March 7, 2011

**LAST REVIEW DATE:** March 7, 2011

## **I. PURPOSE**

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

## **II. PROCEDURE**

**A. Employee and Student Parking Decals, refer to Procedure 1433**

**B. Visitor Parking**


1. When visitors are invited to a campus, the visitor should be advised to either obtain a temporary visitors' parking permit from the Public Safety Office or if available, from the Information Booth.
2. Visitors may park in designated lots.
3. Any issues concerning parking in any College parking facility or lot on campus will be reported to the Public Safety Office.

**C. Persons with Disabilities Parking.**

1. Vehicles parked in spaces designated for persons with disabilities shall prominently display a valid disabled person decal.
2. Only valid disabled person decals issued by the Florida Department of Motor Vehicles to the driver of the vehicle will be deemed valid and shall be subject to verification by the appropriate law enforcement agency.

**D. Special Functions**

1. Special functions on campus requiring parking facilities will be coordinated with the Administrative Dean’s/Director’s 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 passes identifying the specific group visiting on campus.
4. Any issues concerning parking in any College parking lot or facility on campus will be reported to the Public Safety Office.

	
March 7, 2011	
<b>PRESIDENT</b>	<b>DATE</b>