



CVTC shares with other schools of higher education across the country the problem of providing adequate parking. The College continually seeks to improve its parking situation and tries to be flexible in adjusting space to meet needs whenever possible. The full cooperation of vehicle owners and drivers is needed if parking problems are to be kept to a minimum.

Parking regulations and vehicle registration are strictly enforced and any violators maybe cited and/or towed. *It is the responsibility of the vehicle operator on all campuses to acquaint themselves with the regulations and observe them with care.* CVTC assumes no responsibility or liability for loss or damage to any vehicle (or its contents) operated or parked on campus. It is suggested students, staff, and visitors keep vehicles locked at all times.

PARKING REGISTRATION

All vehicles that are parked on campus by students must be registered by completing a vehicle registration form online. Registering your vehicle does not guarantee a place to park; it simply allows parking in designated CVTC parking lots if space is available. Student parking permits are now considered an electronic permit; therefore, a physical permit is no longer needed to be displayed in your vehicle. If you need to update or add another vehicle, please contact the Public Safety Office at 715-833-6202 or email PublicSafety@cvtc.edu.

Regulations in reference to special parking areas are strictly enforced. Some parking stalls are designated for assigned parking or specific vehicle use. Parking regulations in these locations are enforced at all times. Please observe all signs, marking, and rules with care.

PARKING AND TRAFFIC CODE

All vehicles shall be parked in designated lots.

1. **Vehicle Registration** – All vehicles parked in student lots must have registered their vehicle online with the Department of Public Safety. Vehicles that are not registered may receive a parking citation.
2. **Non-Registered Vehicles** – If for any reason you drive another vehicle, you can contact the Public Safety Office to register your additional vehicle.
3. **Staff Parking (P8, P9 & P10)** – Staff parking is for College employees only Monday-Friday until 5pm with a valid staff parking permit. After 5 p.m. Monday-Friday and anytime on Saturdays/Sundays students are allowed to park in designated staff parking lots.
4. **Student Parking (P3 & P4)** – Students may park in student lots once you register your vehicle online. No physical permit is required to be displayed.
5. **Disabled Parking** – A special area is marked for disabled parking in the southeast part of the west parking lot at the Business Education Center (Eau Claire Clairemont Campus). Disabled parking stalls east of the Business Education Center are for visitors only (not students). All campus locations have handicapped parking spaces available that are clearly marked.

6. **Long-Term Visitor Parking (P1)** – A lot in front and just west of the Business Education Center and the designated stalls to the south of the Health Education Center are for visitors on official business only. All visitors are required to register their vehicle by signing in (BEC 100 or Shear Inspirations Salon). Students and staff are not eligible for a long-term visitor permit and may not park in these lots at any time.
 7. **Short-Term Visitor Parking (P6)** – A short-term lot (30 minutes or less) is located on the east end of the Business Education Center (adjacent to the Pay-Per-Hour lot). All visitors are required to register their vehicle by signing in. Visitors at campuses other than the Business Education Center should register at the campus office.
 8. **Pay-Per-Hour Parking (P7)** – A pay-per-hour parking lot is available on the east end of the Business Education Center. Persons parking in this lot will be charged an hourly fee based on the length of stay.
 9. **Motorcycle/Moped Parking** – A small area located in the northwest corner of the large student parking lot (P3) is reserved for motorcycles/mopeds. All motorcycles/mopeds parked in this area must have registered their motorcycle/moped online with the Department of Public Safety. Motorcycles/mopeds that are not registered may receive a parking citation.
 10. **Low Emitting and Fuel Efficient Parking** – A special area is marked for low emitting and fuel efficient vehicles to park in the northeast part of the parking lot at the Energy Education Center (West Campus). Vehicles parking in these stalls must be on the list of approved vehicles (available on My CVTC) or you may be cited and/or towed.
 11. **Bicycle Parking** – Bicycle racks are provided near the southeast and west entrances to the Business Education Center and one is located near the front of the Health Education Center. All bicycles are to be parked in these areas and not chained to trees, shrubbery, or other stationary objects near buildings. All campus locations have provisions for bicycle parking.
 12. **Obstruction of Parking** – Areas marked by a continuous yellow or red curb designate no parking. No unattended vehicles will be allowed to park in a fire lane. Parking on an unimproved surface (grass) is prohibited at any time. No vehicle shall in any way impede the normal flow of traffic on any College street, roadway, or parking area. Park only in marked stalls. Do not park in the middle of two stalls, even if someone else has parked irregularly.
 13. **Pedestrian Safety** – Vehicles must yield to pedestrians walking on campuses. No vehicle shall exceed the posted speed limit on campuses or be operated in a hazardous manner. Areas that are not posted shall not exceed 15 mph speed limit on campus.
 14. **Overnight Vehicles** – No vehicles, except those being repaired or with special permission, shall be parked overnight on campuses. If an emergency situation arises, notify the Public Safety Office.
 15. **Trailers** – No trailers are allowed to be parked in College parking lots without prior permission of the Public Safety Office.
 16. **Behavioral Expectations** – Any falsification of information, duplication of parking permit, or any misrepresentation of any kind made with regard to parking permits is subject to revocation of the parking permit and/or other disciplinary action. There will be disciplinary action taken against anyone using abusive language or being disrespectful to Public Safety personnel.
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PARKING ENFORCEMENT PROCEDURES

Public Safety personnel will patrol the parking areas to ensure compliance with all regulations and issue parking citations to violators of College parking and traffic regulations. Parking and traffic regulations are effective twenty-four (24) hours a day. Citations for parking violations are based on the following forfeiture schedule (may be subject to change according to WI State law):

VIOLATION	ORIGINAL FINE AMOUNT	IF PAID AFTER 10 DAYS, BUT WITHIN 20 DAYS	IF PAID AFTER 20 DAYS, BUT WITHIN 30 DAYS	IF PAID AFTER 30 DAYS
PERMIT/VISITOR LOT	\$20.00	\$30.00	\$40.00	
PROHIBITED PARKING	\$30.00	\$40.00	\$50.00	<i>*Applicable state filing fees will be added.</i>
THEFT OF SERVICES	\$50.00	\$60.00	\$70.00	
FORGED/ALTERED PERMIT	\$100.00	\$110.00	\$120.00	
DISABLED PARKING	\$150.00	\$160.00	\$170.00	
IMPORTANT: If the scheduled forfeiture is <u>not</u> paid within 30 days, the vehicle registration will be <u>suspended</u> and renewal of registration refused.				

**Notices will be sent via US Mail to the last known address of the registered owner after each change in forfeiture.

Citation Appeals – Parking Citation Appeals are available online ([Parking Citation Appeals Form](#)) or call 715-833-6202. Appeal forms must be completed online within five (5) business days of citation issue date. After your appeal is reviewed, you will receive an email notification as to the disposition of the citation.

Vehicles without a valid parking permit or those not registered online that are in continual violation of parking regulations and/or suspension for unpaid parking citations may be towed at owner’s expense. Vehicles that are blocking driveways, doorways, or creating any other situation, which affects the safe operation of the college, may be towed at the owner’s expense.

Note: No student academic records, including grade reports and transcripts, will be released or accessible on SIS until financial obligations to the College are cleared. A “hold” will be placed on the academic records until all fees are paid.

For more information on unpaid parking citations, please visit the [WI Dept. of Motor Vehicles website](#).