

→ **It is the responsibility of the vehicle operator on all campuses to review the regulations and observe them.**

Parking regulations and vehicle registration are strictly enforced, and any violators may be cited and/or towed. CVTC assumes no responsibility or liability for loss or damage to any vehicle (or its contents) operated or parked on campus. It is suggested that vehicle operators keep their vehicles locked at all times. CVTC parking lots require online vehicle registration, a visible physical permit, or on-campus visitor sign-in on a parking kiosk. Those parking in CVTC parking lots without official college business may be cited and/or towed at any time.

PARKING REGISTRATION

- All vehicles parked on campus by students and employees must be registered by entering their vehicle information in their [AIMS account](#), prior to parking on-campus.
- Visitors are required to register their vehicle using a parking kiosk at each campus.
- Students and employees are not eligible to park in designated visitor stalls or parking lots.
- Registering your vehicle does not guarantee a place to park; it simply allows parking in designated CVTC parking lots if space is available.
- **ALL event parking permits must be authorized and issued by Public Safety in AIMS.**
- Public Safety reviews all submitted parking registrations and determines validity and/or eligibility.
- Student parking permits are now considered an electronic permit; therefore, a physical permit is no longer needed to be displayed in your vehicle. Parking is included as part of the Public Safety Services fee assessed on tuition. Parking is only one of many services offered by the Public Safety Office.
- If you need to update or add another vehicle, go to your [AIMS account](#) to edit your information.

PARKING AND TRAFFIC CODE

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. Failure to observe all signs, markings, and rules may result in a citation.

All vehicles shall be parked in designated lots. Public Safety solely reserves the right to close any campus parking area for various College purposes. In such instances, advance notice will be given when possible.

1. **Vehicle Registration** – All vehicles parked on-campus must have registered their vehicle using the AIMS self-service account (for CVTC students or employees) or on the AMP Park app (if parked in Pay to Park lot). Vehicles registered improperly or not registered may receive a parking citation.
2. **Non-Registered Vehicles** – If you need to update your vehicle information, go to your AIMS self-service account to add your additional vehicle(s). Visitors are required to register their vehicle using the parking kiosk or AMP Park app at each campus.
3. **Student Parking** – Registered students may park in student lots once they enter their vehicle information in their [AIMS self-service account](#). No physical permit is required to be displayed. Student parking at the Business Education Center and Health Education Center is located in P3 and P4. All other campuses have student parking available in the main lot at that campus.
4. **Employee Parking (P9 & P10)** – All vehicles parked in employee parking must enter their vehicle information in their [AIMS self-service account](#) and display a valid CVTC employee parking permit. Vehicles registered improperly, not registered, or not displaying a valid CVTC employee parking permit may receive a parking citation. Employee parking is for CVTC employees only.
5. **Disabled/Accessible Parking** – All campus locations have accessible disabled (ADA) parking spaces available that are clearly marked. Valid disabled parking placard/plates must be clearly visible. Visit [WI DOT website](#) for information about disabled parking and eligibility.

6. **Visitor Parking** - All campuses have designated visitor parking. Students and employees are not eligible for visitor parking and may not park in these areas at any time. Visitors are required to sign-in using the parking kiosk available inside at each campus. If visitors are parked in a Pay to Park lot, they must download the AMP app or go to AimsMobilePay.com to create an account and pay. Failure to provide complete and valid information when signing in, may result in a parking citation.
 - a) **Visitor Parking (P1)** – A parking lot in front and west of the Business Education Center is for visitors on official business only. All visitors are required to register their vehicle by signing in using the parking kiosk inside Doors 1 or 3. Failure to provide complete and valid information when signing in, may result in a parking citation. Students and employees are not eligible for a long-term visitor permit and may not park in this lot at any time.
 - b) **Patient/Visitor Parking (P2)** - A parking lot located to the south of the Health Education Center is available for only patients/visitors of the Health Education Center, Oakleaf Pinegrove Clinic, or CVTC Dental Clinic. All patients/visitors are required to register their vehicle by signing in at the reception area. Failure to provide complete and valid information when signing in, may result in a parking citation. Students and employees are not eligible for a visitor permit and may not park in this lot at any time.
7. **Short-Term 30 Minute Parking (P6)** – A short-term parking lot (30 minutes or less) is located on the east end of the Business Education Center (adjacent to the Pay to Park lot) for individuals on official college business only. All vehicles are required to be registered by signing in at the parking kiosk inside Door 11. Failure to provide complete and valid information when signing in, may result in a parking citation. This lot is strictly enforced for timed parking.
8. **Pay to Park Lot (P7)** – A Pay to Park lot is available on the east end of the Business Education Center. Persons parking in this lot must download the AMP Park app or go to AimsMobilePay.com to create an account and pay. Payment is required 24/7/365 and is enforced using License Plate Recognition (LPR) devices. Students and employees are not exempt from the fee. Failure to pay may result in a parking citation and/or other disciplinary action. Other CVTC parking lots may become pay to park lots outside of CVTC business hours. Check the AMP Park app for lot availability and pricing.
9. **Retiree Parking** - The new AIMS parking system the College is using as of 10/24/2024, does not recognize retiree permits. These are no longer valid, and retirees must park in a visitor lot and sign in on a kiosk, or use the AMP Pay to Park parking lot(s).
10. **Motorcycle/Moped Parking** – Designated parking areas in the student parking lot (P3) and staff parking lot (P8) are reserved for motorcycle/moped parking. All motorcycles/mopeds are required to park in these areas. Motorcycles/mopeds must be registered online in your AIMS self-service account prior to parking. Motorcycles/mopeds that are not registered or parked outside designated motorcycle/moped parking areas may receive a parking citation. Public Safety may approve motorcycle/moped parking outside of designated motorcycle/moped. Assigned parking stalls are exempt.
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. Bicycles improperly left/secured outside designated areas or bike racks may be removed by the college.
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 designated 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, be operated in a hazardous or reckless 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 CVTC parking lots without prior permission of the Public Safety Office.
16. **Behavioral Expectations** – Any fraud or falsification of information, duplication of parking permit, or any misrepresentation of any kind made with regard to parking will be cited and subject to revocation of the parking

and/or other disciplinary action. There will be disciplinary action taken against anyone using abusive language or being disrespectful to Public Safety personnel.

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, year-round. Parking citations may be issued after each occurrence of entering the parking lot, even within 24 hours.

Vehicles without a valid parking permit/registration or those 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 cited and towed at the owner's expense.

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*
PERMIT/VISITOR LOT	\$20.00	\$30.00	\$40.00
PROHIBITED PARKING	\$30.00	\$40.00	\$50.00
FRAUD/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 not paid within 30 days, the vehicle registration may be suspended and renewal of registration refused. Applicable state filing fees will be added to final citation amount. Notices may be sent to the last known address of the registered owner via US Mail after change in forfeiture.*

Payment Options – Parking citations issued by CVTC Department of Public Safety may be paid by following the instructions on the citation. Go to cvtc.aimsparking.com and select “pay ticket” to pay your citation online.

Citation Appeals – Parking Citation Appeals are available online at cvtc.aimsparking.com and clicking “appeal ticket”. Appeals must be completed within five (5) days of citation issue date. After your appeal is reviewed, you will receive an email notification as to the disposition of the citation.

Failure to Pay Citation -

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

CVTC participates in the Traffic Violation and Registration Program (TVRP) which is administered by the Division of Motor Vehicles (DMV). The DMV may suspend and refuse the registration of the vehicle involved in the unpaid parking citation. Suspended registration means it is illegal to operate the vehicle and refused registration means the following are not allowed:

- Renew the registration of any vehicle or register another vehicle
- Change the registration of any vehicle
- Obtain replacement license plates for any vehicle
- Transfer registration to another vehicle

According to WI §71.93, CVTC may certify the unpaid balance to the Wisconsin Department of Revenue (DOR). Taxpayer Refund Intercept Program (TRIP), administered by the DOR, may be used by CVTC to collect fees related to unpaid parking citations. If your balance is not settled by the time, you file your WI state income tax return, all or part of your refund may be intercepted to pay your balance. The debt will remain certified to the WI DOR until it is paid in full.

For more information on TVRP and TRIP, please visit the [WI Dept. of Motor Vehicles website](#).

Updated: January 14, 2025