

**Chapter 495D-116 WAC  
PARKING AND TRAFFIC**

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**WAC**

495D-116-010	Purpose for adopting parking and traffic rules.
495D-116-020	Applicable parking and traffic rules.
495D-116-030	Definitions.
495D-116-040	Authorization for issuance of permits.
495D-116-050	Vehicle parking permits.
495D-116-060	Visitor permits.
495D-116-070	Responsibility of person to whom permit is issued.
495D-116-080	Display of permits.
495D-116-090	Transfer of permits.
495D-116-100	Permit revocation.
495D-116-110	Right to refuse permit.
495D-116-120	Appeal of permit revocation or refusal.
495D-116-130	Delegation of authority.
495D-116-140	Enforcement.
495D-116-150	Violation of parking and traffic rules.
495D-116-160	Issuance of traffic tickets or summons.
495D-116-170	Fines and penalties.
495D-116-180	Appeal of citations and penalties.
495D-116-200	Disclaimer of liability by college.
495D-116-210	Designation of parking.
495D-116-220	Parking within designated spaces.
495D-116-230	Regulatory signs, markings, barricades, etc.
495D-116-240	Speed limit.
495D-116-250	Pedestrian right of way.
495D-116-260	Two-wheeled motorcycles or bicycles.
495D-116-270	Report of accidents.
495D-116-280	Disabled or inoperative vehicles—Impounding.

**WAC 495D-116-010 Purpose for adopting parking and traffic rules.**

Under the authority granted by RCW 28B.50.140(10), the board of trustees of College District 26 is granted authority to adopt rules for pedestrian and vehicular traffic upon public lands devoted to, operated by, or maintained by the college. The objectives of these rules are to:

- (1) Protect and control pedestrian and vehicular traffic;
- (2) Assure access at all times for emergency traffic;
- (3) Minimize traffic disturbances during class hours;
- (4) Facilitate the work of the college by assuring access to its vehicles and by assigning limited parking space for the most efficient use by all;
- (5) Regulate the use of parking spaces;
- (6) Protect state-owned property;
- (7) Assure access to the facility by handicapped persons.

[Statutory Authority: RCW 28B.50.140. WSR 92-15-081, § 495D-116-010, filed 7/16/92, effective 8/16/92.]

**WAC 495D-116-020 Applicable parking and traffic rules.**

(1) All rules in this chapter and all motor vehicle and other traffic laws of the state of Washington apply on the campus.

(2) The traffic code of the city of Kirkland applies upon all lands located within the city of Kirkland.

(3) The traffic code of the city of Redmond applies upon all lands located within the city of Redmond.

[Statutory Authority: RCW 28B.50.140. WSR 92-15-081, § 495D-116-020, filed 7/16/92, effective 8/16/92.]

**WAC 495D-116-030 Definitions.** The definitions set forth in this section apply throughout this chapter 495D-116 WAC.

(1) "Annual permits" mean permits that are valid from the date of issue until the first day of the following academic year.

(2) "Board" means the board of trustees of College District 26.

(3) "Campus" means all lands and buildings devoted to, operated by, or maintained by College District 26.

(4) "Campus security officer" means an employee of the college designated by and who is responsible to the vice president of administration.

(5) "College" means Lake Washington Institute of Technology.

(6) "Continuing permits" mean permits issued to full-time employees for an indefinite period of time.

(7) "Employee" means an individual appointed to the faculty, staff, or administration of the college.

(8) "Guests or visitors" mean persons who come upon the campus as guests or persons who lawfully visit the campus.

(9) "Safety and security supervisor" means the college's safety and security supervisor as designated by and responsible to the vice president of administration.

(10) "Temporary permits" mean permits that are valid for a specific period designated on the permit.

(11) "Vehicle" means an automobile, truck, motor-driven cycle, scooter, or any vehicle powered by a motor.

[Statutory Authority: RCW 28B.50.140(13). WSR 11-19-083, § 495D-116-030, filed 9/20/11, effective 10/21/11. Statutory Authority: RCW 28B.50.140. WSR 92-15-081, § 495D-116-030, filed 7/16/92, effective 8/16/92.]

**WAC 495D-116-040 Authorization for issuance of permits.** (1) The safety and security supervisor or a designee may issue parking permits to students, employees, and guests upon the following condition:

(a) When the vehicle is properly registered with the college;

(b) When a permanent or special parking permit is necessary to enhance the business or operation of the college; and

(c) When a parking permit fee is paid as applicable and designated on the college's schedule of fees.

(2) Additional permits are available at the current fee schedule to individuals who may be registered to drive any one of several vehicles. Only one vehicle registered to an individual under one permit fee is permitted to park on campus at any one time.

[Statutory Authority: RCW 28B.50.140. WSR 92-15-081, § 495D-116-040, filed 7/16/92, effective 8/16/92.]

**WAC 495D-116-050 Vehicle parking permits.** (1) All employees and students of the college shall obtain and display a currently valid parking permit on all vehicles parked or left standing unattended in parking areas which are posted as requiring permits.

(2) All persons parking in parking areas which are posted as requiring permits shall secure and display a currently valid parking permit upon approval of need for a special permit or within five days from their date of registration or from their first day of employment.

[Statutory Authority: RCW 28B.50.140. WSR 92-15-081, § 495D-116-050, filed 7/16/92, effective 8/16/92.]

**WAC 495D-116-060 Visitor permits.** (1) All guests or visitors (including salespersons and maintenance or service personnel) will park in appropriate parking areas, and in parking areas requiring permits only after obtaining a temporary permit from the safety and security supervisor or a designee.

(2) Vehicle repair customers who have scheduled service or repairs with one of the motor vehicle technology courses operating an abatement program may obtain a twenty-four hour visitor permit a vehicle after repair or service.

[Statutory Authority: RCW 28B.50.140. WSR 92-15-081, § 495D-116-060, filed 7/16/92, effective 8/16/92.]

**WAC 495D-116-070 Responsibility of person to whom permit is issued.** The person to whom a parking permit is issued is responsible for all violations of college rules involving the vehicle; however, that responsibility does not relieve the driver of the responsibility for violations of the rules established by this chapter. If a vehicle in violation is not registered with the college, the current registered owner will be responsible for the violations of the campus rules.

[Statutory Authority: RCW 28B.50.140. WSR 92-15-081, § 495D-116-070, filed 7/16/92, effective 8/16/92.]

**WAC 495D-116-080 Display of permits.** (1) An annual parking permit issued by the college pursuant to WAC 495D-116-040 through 495D-116-060 must be visibly affixed on the inside of the rear window of the vehicle for which the permit is issued, on the lower left-hand corner of the window as viewed from the rear of the vehicle. If the vehicle is a convertible or has no rear window, the annual permit must be affixed to the driver side rear bumper or driver side windshield lower corner. Motorcycle permits must be affixed in a conspicuous place.

(2) A temporary parking permit issued by the college pursuant to WAC 495D-116-040 through 495D-116-060 must be visibly placed on the inside of the rear window deck of the vehicle for which the permit is issued, on the left-hand side of the window deck as viewed from the rear of the vehicle. If the vehicle has no window deck, the permit may be taped to the window. If the vehicle is a convertible or has no rear window, the temporary permit must be placed on the driver side of the instrument cowling. Motorcycle permits must be affixed in a conspicuous place.

[Statutory Authority: RCW 28B.50.140. WSR 92-15-081, § 495D-116-080, filed 7/16/92, effective 8/16/92.]

**WAC 495D-116-090 Transfer of permits.** Parking permits are not transferable. If a vehicle is sold or traded, any replacement vehicle

must be registered with the safety and security supervisor or designee and the permit will be reissued at no additional charge.

[Statutory Authority: RCW 28B.50.140. WSR 92-15-081, § 495D-116-090, filed 7/16/92, effective 8/16/92.]

**WAC 495D-116-100 Permit revocation.** Permits are licenses and are the property of the college, and may be revoked for any of the following reasons:

(1) When the purpose for which the permit was issued changes or no longer exists;

(2) When a permit is used on an unregistered vehicle or by an unauthorized person;

(3) Falsification on a vehicle registration application;

(4) More than two violations of parking and traffic rules;

(5) Counterfeiting or altering of permits;

(6) Commission of a theft or other crime in a vehicle parking area.

[Statutory Authority: RCW 28B.50.140. WSR 92-15-081, § 495D-116-100, filed 7/16/92, effective 8/16/92.]

**WAC 495D-116-110 Right to refuse permit.** The college vice president of administration or a designee reserves the right to refuse the issuance of a parking permit to anyone who has had a previous permit revoked, or whose driving or parking record indicates a disregard for the rights or safety of others.

[Statutory Authority: RCW 28B.50.140. WSR 92-15-081, § 495D-116-110, filed 7/16/92, effective 8/16/92.]

**WAC 495D-116-120 Appeal of permit revocation or refusal.** When a parking permit has been revoked under WAC 495D-116-100 or has been refused in accordance with WAC 495D-116-110 or when a fine or penalty has been levied for a purported violation of this chapter, that action by the vice president of administration or a designee may be appealed in accordance with WAC 495D-116-180.

[Statutory Authority: RCW 28B.50.140. WSR 92-15-081, § 495D-116-120, filed 7/16/92, effective 8/16/92.]

**WAC 495D-116-130 Delegation of authority.** The authority and powers conferred upon the vice president of administration by this chapter are subject to delegation to that individual's subordinates.

[Statutory Authority: RCW 28B.50.140. WSR 92-15-081, § 495D-116-130, filed 7/16/92, effective 8/16/92.]

**WAC 495D-116-140 Enforcement.** (1) Parking and traffic rules will be enforced at all times.

(2) The vice president of administration or a designee is responsible for the enforcement of this chapter.

[Statutory Authority: RCW 28B.50.140. WSR 92-15-081, § 495D-116-140, filed 7/16/92, effective 8/16/92.]

**WAC 495D-116-150 Violation of parking and traffic rules.** (1)

Operators of illegally operated or parked vehicles shall be warned or cited through an appropriate written means that they are in violation of this chapter. All fines are payable at the cashier's office.

(2) In instances where a vehicle has more than two violations, the vice president of administration or a designee, with appropriate documented evidence, may order the vehicle impounded.

[Statutory Authority: RCW 28B.50.140. WSR 92-15-081, § 495D-116-150, filed 7/16/92, effective 8/16/92.]

**WAC 495D-116-160 Issuance of traffic tickets or summons.** (1)

The safety and security supervisor or a designee may issue a warning or citation for a violation of these regulations. The warning or citation must set forth the date, the approximate time, permit number if any, license information, and the nature of violation.

(2) The warning or citation may be served by attaching or affixing a copy in some prominent place outside the vehicle or by personally serving the operator.

[Statutory Authority: RCW 28B.50.140. WSR 92-15-081, § 495D-116-160, filed 7/16/92, effective 8/16/92.]

**WAC 495D-116-170 Fines and penalties.** (1)

The safety and security supervisor or a designee may impose fines and penalties for violation of this chapter: The vice president of administration shall establish a schedule of fines. The college shall publish the current schedule annually in the schedule of courses and on the traffic parking citation form.

(2) Fines will be assessed in accordance with the schedule for the following violations:

- (a) No valid permit displayed;
- (b) Visitor parking violations;
- (c) Occupying more than one parking space;
- (d) Occupying a space or area not designated for parking;
- (e) Handicapped parking violation;
- (f) Parking in an area not authorized by a permit;
- (g) Parking in reserved staff space without authorization;
- (h) Blocking or obstructing traffic;
- (i) Parking adjacent to a fire hydrant;
- (j) Parking in a fire lane;
- (k) Parking in a zone or area marked no parking;
- (l) Other violations of college parking traffic rules.

(3) At the discretion of the vice president of administration or a designee, an accumulation of citations by a staff, administrator, or faculty member may be turned over to a private collection agency for the collection of past due fines. Other appropriate collection procedures may be initiated as deemed necessary.

(4) If a student fails or refuses to pay an uncontested fine that has been outstanding in excess of five days, the vice president of administration or a designee may initiate the following actions:

(a) The student may be refused a transcript of credits, hours, or courses, a record of training, and other student records until all fines are paid;

(b) The student may not receive a certificate, diploma, or degree until all fines are paid;

(c) The student will not be able to register for subsequent terms until all fines are paid.

(d) The student's accumulation of fines may be turned over to a private collection agency for the collection of past due fines.

(5) Vehicles parking in a manner so as to create a safety hazard or obstruct traffic, including access to and from parking spaces and areas, may be subject to a fine and may be impounded and taken to a place for storage selected by the safety and security supervisor or a designee. The expenses of the impounding and storage are the responsibility of the registered owner or driver of the vehicle.

(6) Vehicles impounded by means of an immobilizing device shall be charged a service fee according to the current fee schedule.

(7) The college is not liable for loss or damage of any kind resulting from impounding and storage of vehicles.

(8) Persons may appeal the issuance of a citation according to WAC 495D-116-180.

[Statutory Authority: RCW 28B.50.140. WSR 92-15-081, § 495D-116-170, filed 7/16/92, effective 8/16/92.]

**WAC 495D-116-180 Appeal of citations and penalties.** (1) Appeals must be made in writing, giving full particulars, including a list of witnesses and evidence expected to be presented, etc.

(2) Appeals must be submitted to the safety and security supervisor within five days from the date of citation. The appeal shall be handled as a brief adjudicative proceeding.

(3) The supervisor's decision shall be final unless an appeal is filed with the vice president of administrative services within twenty-one days. Any decision of the vice president shall be final.

[Statutory Authority: RCW 28B.50.140. WSR 92-15-081, § 495D-116-180, filed 7/16/92, effective 8/16/92.]

**WAC 495D-116-200 Disclaimer of liability by college.** The college assumes no liability under any circumstances for theft or damage occurring to vehicles, bicycles, or their contents. No bailment of any sort is created by the purchase or issuance of a parking permit.

[Statutory Authority: RCW 28B.50.140. WSR 92-15-081, § 495D-116-200, filed 7/16/92, effective 8/16/92.]

**WAC 495D-116-210 Designation of parking.** (1) The parking spaces available on campus may be allocated and designated by the vice president of administration in such a manner as will best achieve the objectives of this chapter.

(2) Special provisions shall be made for physically disabled employees, visitors, students, or their designees. Physically disabled individuals using handicapped parking spaces must display in that vehicle a valid state-issued disabled parking permit or license plate. The safety and security supervisor shall issue temporary permits for temporarily handicapped persons. In addition to the disabled permit, valid college parking permits must be purchased and displayed on the vehicle in parking areas requiring permits.

(3) Spaces specifically designated as "visitor" are to be used only by visitors driving vehicles without continuing or annual permits, for a maximum time period of forty-eight hours. A temporary permit is not required. Visitors requiring parking for longer than forty-eight hours may obtain a temporary permit from the safety and security supervisor, and will park in normal undesignated spaces.

(4) The vice president of administration may designate parking spaces for special purposes as deemed necessary.

[Statutory Authority: RCW 28B.50.140. WSR 92-15-081, § 495D-116-210, filed 7/16/92, effective 8/16/92.]

**WAC 495D-116-220 Parking within designated spaces.** (1) No vehicle may be parked on the campus except in those areas set aside and designated for parking.

(2) No vehicle may be parked so as to occupy any portion of more than one parking space or stall, except that a vehicle which is larger than one space may also occupy so much of an adjoining space(s) as is (are) necessary and as limited elsewhere in this chapter. Repeated parking on campus of oversize vehicles is discouraged in order to permit maximum utilization of limited parking spaces.

[Statutory Authority: RCW 28B.50.140. WSR 92-15-081, § 495D-116-220, filed 7/16/92, effective 8/16/92.]

**WAC 495D-116-230 Regulatory signs, markings, barricades, etc.** The vice president of administration or a designee may make and erect signs, barricades, and other structures and paint marks and other directions upon the streets, entrances, exits, and roadways for the regulation of traffic and parking upon the various public lands operated or maintained by the college. Drivers or vehicles shall observe and obey all the signs, barricades, structures, markings, and directions given them by the campus safety and security supervisor or designee in the control and regulation of traffic and parking.

[Statutory Authority: RCW 28B.50.140. WSR 92-15-081, § 495D-116-230, filed 7/16/92, effective 8/16/92.]

**WAC 495D-116-240 Speed limit.** No vehicle may be operated on the campus at a speed in excess of the speed limit posted on campus property, or such slower speed as is reasonable and prudent to the circumstances.

[Statutory Authority: RCW 28B.50.140. WSR 92-15-081, § 495D-116-240, filed 7/16/92, effective 8/16/92.]

**WAC 495D-116-250 Pedestrian right of way.** (1) The operator of a vehicle shall yield the right of way to any pedestrian. A pedestrian shall not leave a curb or other place of safety and walk or run into the path of an oncoming vehicle.

(2) When a sidewalk or crosswalk is provided, pedestrians shall proceed upon the sidewalk or crosswalk.

(3) Handicapped pedestrians using motorized or manually propelled wheelchairs or like equipment shall not be required to use curbs or sidewalks where there are none. Motor vehicle operators shall yield the right of way to wheelchair bound persons in any event.

[Statutory Authority: RCW 28B.50.140. WSR 92-15-081, § 495D-116-250, filed 7/16/92, effective 8/16/92.]

**WAC 495D-116-260 Two-wheeled motorcycles or bicycles.** (1) All two-wheeled vehicles powered by an engine shall park in areas designated for motorcycles only and will not use spaces assigned to automobiles or bicycles.

(2) Bicycles and other nonengine powered cycles must be parked in bicycle racks where provided. No person may park a bicycle inside a building or in such a manner as to block or obstruct the normal flow of pedestrian traffic.

[Statutory Authority: RCW 28B.50.140. WSR 92-15-081, § 495D-116-260, filed 7/16/92, effective 8/16/92.]

**WAC 495D-116-270 Report of accidents.** (1) The operator of a vehicle involved in an accident on campus resulting in injury or death of a person or claimed damage to either or both vehicles exceeding five hundred dollars shall immediately report the accident to the safety and security supervisor. Accidents occurring after the close of business must be reported the next working day. Within twenty-four hours after the accident, the operator shall file a state of Washington motor vehicle accident report.

(2) Other minor accidents may be reported to the safety and security supervisor for insurance record purposes.

[Statutory Authority: RCW 28B.50.140. WSR 92-15-081, § 495D-116-270, filed 7/16/92, effective 8/16/92.]

**WAC 495D-116-280 Disabled or inoperative vehicles—Impounding.**

(1) No vehicle shall be parked on the campus for a consecutive period exceeding seventy-two hours, without authorization from the vice president of administration or a designee.

(2) Vehicles parked over seventy-two consecutive hours without authorization may be impounded and stored at the expense of either or both the owner and operator of the vehicle.

(3) Notice of intent to impound will be posted on the vehicle at least twenty-four hours before it will be impounded.

[Statutory Authority: RCW 28B.50.140. WSR 92-15-081, § 495D-116-280, filed 7/16/92, effective 8/16/92.]