

All students, faculty and staff are required to have a **current** parking permit for each vehicle or motorcycle that will be parked on Odessa College property. Parking permits must be affixed to the inside, **lower, right, corner (passenger side) of the windshield and clearly visible on all vehicles including motorcycles.** A parking permit does not guarantee a parking space, but does authorize parking in designated areas. Individuals who own or operate a vehicle on college property will be held liable for any citations issued to that vehicle with or without a permit. **Temporary/Visitor parking permits** may also be obtained for visitors or individuals that are not Odessa College employees or students by contacting the Campus Police in person in the Spur Building Room 101.

Parking permits are free and available to students and college employees at the Wrangler Express Center. **To obtain a current permit, all previous parking fines must be paid. Students must have a current schedule.**

Additional and replacement permits for students or employees may be purchased at the Wrangler Express Center for **\$4.00.**

**All students, faculty and staff will be required to renew their parking permit application and obtain a new permit(s) annually.**

### DESIGNATED PARKING WITH PERMIT

- Students park (Credit and Continuing Education) in YELLOW parking spaces
- Visitors park in WHITE parking spaces
- Employees park in BLUE parking spaces

### CONTINUING EDUCATION (CE) PARKING

- No permit needed for Gregory D. Williams Hall parking
- CE will issue temporary parking permits for courses <= five (5) days – no application required
- CE will issue semi-permanent parking permits for courses >= six (6) days – application required
- CE will issue standard student parking permits for course >= five (5) weeks – application required

### DISPLAYING A PARKING PERMIT

- Permits for cars, trucks and SUV's shall be visible and affixed to the inside lower right hand corner (passenger side) of the windshield

- Permits shall be displayed in an upright position and not be altered in any manner

### CITATIONS WILL BE ISSUED FOR THE FOLLOWING VIOLATIONS:

- No parking permit
- Expired parking permit
- Misuse or altered permit
- Parking in a visitor zone
- Student parked in an employee zone
- Parked in a No parking zone
- Unauthorized parking in handicapped zone
- Failure to come to a complete Stop at a stop sign
- Failure to obey roadway signs
- Prohibited turn
- Driving the wrong way

### APPEALS PROCESS

The parking violation appeal process was established by Odessa College to process parking citation appeals in an efficient manner. Appeals are only accepted in cases where there is significant dispute over the facts or when there are major extenuating circumstances. Not agreeing with a valid parking regulation, being late to class, having your permit not clearly displayed, not being able to find an appropriate parking space are NOT grounds for an appeal.

Odessa College parking citations must be appealed with ten (10) calendar days from the date of the citation. **If an appeal is NOT filed within the given ten (10) calendar days, the citation is deemed FINAL.**

An appeal form must be completed and returned to the Odessa College Police Department Office with ten (10) days after the citation is issued. The written appeal form will be reviewed by the Chief of Police, or designee, who will make a ruling based on the information available within ten (10) days. If the violation is overturned on appeal, the citation will be voided. If the citation is upheld on appeal, the violator will be expected to submit the appropriate payment for the fine to Wrangler Express Center located in the Saulsbury Campus Center.

### INCIDENT OR ACCIDENT ON CAMPUS

If you are involved in an incident or an accident requiring immediate emergency medical services or police response dial 911. For campus police response dial 238-6334.