

# Parking and Traffic Regulations

Governing the Use of Motor Vehicles

Revised 03/2025



THE CLAREMONT COLLEGES SERVICES

CAMPUS SAFETY





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## General Safety Tips

01

- Be aware of your surroundings and any signs that something appears to be wrong or out of place.
- Stay in well-lit areas and walk mid-point between curbs and buildings and away from alleys and bushes when possible.
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- Stay in well-lit areas and walk mid-point between curbs and buildings and away from alleys and bushes when possible.
- Work or study only in occupied buildings at night.
- Do not carry extra credit cards or large sums of money.
- Do lock your valuables securely, even in your room.
- Walk with someone whenever possible.
- Do not risk personal injury if someone forcibly attempts to take your wallet, purse or property.
- Do carry a whistle or personal alarm and use it when you feel threatened.
- Keep an inventory of personal property and mark items with your license number and the state.
- Acquaintance rape happens here. Learn the danger signs.
- Distance yourself from the misuse of alcohol/drugs: The consequences can be far worse than a bad headache the next morning.
- Do not attach your ID to your key chain or mark your key with your name and address.
- Get to know your neighbors and share information about suspicious activities.
- Download the Live Safe safety app (available via the App Store and Google Play) to contact Campus Safety, report crimes, send tips, and virtually safe walk around the college.
- If you have an emergency on campus, call 911 or Campus Safety at ext. 72000 or 77233 (SAFE). Campus Safety's phone numbers are (909) 607-2000 or (909) 607-7233 (SAFE).

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## Office Safety

02

- When working late, make sure doors are locked. Let someone know of your location and expected departure time.

- Never prop doors open, even for a short time. Your action could contribute to incredible harm to yourself or someone else.
- Do not loan your office keys or allow them to be copied.
- Do not hold a door open for a stranger.
- Keep your purse, wallet, or other valuables in a locked cabinet or drawer. Office thieves know where to look.

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## Car Safety

03

- Auto theft is a problem nationally as well as on these campuses. Take action to safeguard your vehicle.
- Lock all doors after parking.
- Help secure your car against grand theft/burglary with an electronic alarm and/or kill switch.
- Keep a copy of your registration, title, and vehicle I.D. number in a safe place separate from your vehicle.
- Store your valuables out of sight.
- If you park your car but do not use it regularly, check on it daily.
- Immediately report thefts, as well as suspicious activity in parking lots or near parked cars, to Campus Safety.

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## Bike Safety

03

- State law, as well as county and city ordinances and codes, mandates adherence to bicycle rules of the road as well as specific equipment guidelines. Learn the laws for your own safety.
- Ride defensively, with the traffic, and use hand signals.
- Please be considerate of pedestrians and drivers in vehicles.
- You can be issued a ticket for sidewalk driving, speeding, etc. in Claremont.
- Keep your bike maintained—especially the brakes.
- Register your bicycle with 529 Garage ([project529.com](http://project529.com))
- Use a U-LOCK to secure your bicycle frame and wheels to a rack. Bikes locked with cables and small chains are stolen frequently.
- Reports suspicious activity or loitering around bike racks. Thieves usually carry a bolt cutter or other cutting tool.

- Do not impede free use of the handicapped ramps or other access points with bikes locked to handrails, etc.
- Never leave your bike unsecured—even for a moment.

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# Regulations Governing the Use of Motor Vehicles on The Claremont Colleges

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## I. Introduction

The Claremont Colleges extend the privilege of operating motor vehicles on the campus to all registered students and employees and visitors. Campus Safety is charged with vehicle registration and parking enforcement duties. There is no ticket/citation quota system at The Claremont Colleges. All vehicle registration fees and citation fines collected become revenue for the students' or employees' campus.

All motor driven conveyances, whether automobiles, motorcycles, motor scooters, or motorbikes, regardless of size, shape or number of wheels, are defined in the regulations as vehicles. All privately owned vehicles (as opposed to college-owned vehicles) while in operation or parked within the confines of The Claremont Colleges are restricted to the use of regularly designated streets and parking lots. The Colleges, the director of Campus Safety, or the Traffic Appeals Committee of the colleges, may withdraw motor vehicle privileges from any college employee or student at any time for cause.

All vehicles parked on Claremont College's property must be registered and display a current parking permit, and guests must display a current visitor pass on their vehicle. Vehicles not currently registered are subject to being cited and/or towed/booted. All vehicles must be registered with Campus Safety within three days of being on The Claremont Colleges property. Visitor parking permits for guests are available at the colleges. Student Parking Permits are valid only on the student's home campus.

Students may only register one vehicle per academic year. Please contact Campus Safety if there is a change to the registered vehicle. Visit the Campus Safety office Monday through Friday, between 8:00 AM - 5:00 PM, for all vehicle registration needs or email [dispatch@claremont.edu](mailto:dispatch@claremont.edu).

## **II. Required Maintenance of Financial Responsibility (CVC Section 16020a)**

“Every driver and every owner of a motor vehicle shall at all times be able to establish financial responsibility, specified in CVC Section 16021, and shall at all times carry in the vehicle evidence of the form of financial responsibility in effect for the vehicle.”

Campus Safety can require everyone registering a vehicle to present evidence that the vehicle is covered by liability and property damage insurance.

## **III. Responsibilities**

- A. The person in whose name the vehicle is registered on campus shall at all times be responsible for any citation fines and penalties and any liability or damage claims arising in connection with the possession or operation of the motor vehicle on campus.
- B. For vehicles not registered at The Claremont Colleges but located on campus, either with or without permission, the primary driver of the vehicle while on campus and/or the registered owner as listed by the State Department of Motor Vehicles, shall be responsible for all fines and penalties incurred and/or any liability or damage claims arising in connection with the possession or operation of the vehicle on campus.
- C. The Claremont Colleges assume no legal responsibility for the care or protection of any vehicle or its contents at any time, including the time it is in any parking area or the time during which it has been impounded.

## **IV. Registration Procedures and Requirements**

- A. Student Vehicle Registration fees are determined by the Colleges. Campus Safety receives no revenue from the vehicle registration fees. Vehicle registration fees will be billed to the student’s account. No rebate of fees will be made.
- B. Vehicle registration is mandatory for all employees, faculty, and staff who drive or bring motor vehicles on the Claremont Colleges’ property.
- C. Failure to register your vehicle incurs a fine of \$50 in addition to the registration fee, plus \$50 for each additional failure to register citation.
- D. Only one vehicle per student or employee is permitted on campus at a time.
- E. Any change of license number and/or vehicle shall be reported within three working days to Campus Safety.
- F. Students may only register one vehicle per academic year.

- G. Temporary employees may obtain temporary parking permits at their colleges' Human Resources Office or Facilities Office.

## **V. Operation and Parking of Motor Vehicles**

- A. Vehicles shall be parked within designated parking spaces painted on the street and in parking lots. Motorcycles (except those operated by emergency vehicles on official business) are prohibited on the interior of campus, i.e., those areas not designated for vehicular traffic. Parking for motorcycles is restricted to designated parking areas.
- B. The speed limit on campus streets is 25 miles per hour unless otherwise posted. The speed limit in parking lots is 10 miles per hour. Regardless of posted speed limits, a vehicle operator shall not drive at speeds that are excessive or imprudent for existing road, weather, or traffic conditions.
- C. Pedestrians have the right of way.
- D. All state and local traffic laws are in force at all times on the campus.
- E. All traffic accidents shall be reported as quickly as possible to Campus Safety.

## **VI. Driving Offenses Involving Alcohol or Drugs**

CVC section 23152a states:

"It is unlawful for any person who is under the influence of an alcoholic beverage or any drug or under the combined influence of an alcoholic beverage and any drug to drive a vehicle."

This law is applicable on private and public property. Violation of this law is a major hazard to the safety of the college community and will be treated as such. Persons suspected of driving while under the influence can be turned over to the police by Campus Safety personnel for appropriate roadside test and/or arrest.

## **VII. Parking Areas and Zones**

- A. Parking lots, parking areas, and designated reserved parking stalls are clearly posted by signs at the entrance or plainly visible near the area. Please observe and comply with these restrictions.
- B. The Claremont Police Department will ticket overnight parking violators parked on posted city streets from 2:00 am to 6:00 am. NOTE: The following are city streets:
- Claremont Boulevard
  - First Street
  - Sixth Street

- 100 Block of East Seventh Street
  - College Avenue
  - All streets west of College Avenue, except the Harrison Lot (between College and Harvard Avenues)
  - Mills Avenue between Sixth and First Streets
  - Dartmouth Avenue from Tenth Street to Foothill Boulevard
  - Tenth, Eleventh, and Twelfth Streets west of Dartmouth Avenue
  - Foothill Boulevard
- C. Students, faculty, and staff are not visitors and will be cited for parking in stalls reserved for visitors. Visitors staying overnight must obtain a guest permit from the college they are visiting.
- D. Students shall not park in lots designated by posted signs as reserved for registered faculty/staff or visitor parking between 7:30 a.m. and 5:30 p.m., Monday through Friday. Students may park in these lots at other times.
- E. Certain designated parking spaces are reserved for staff or college-owned vehicles. Only these vehicles shall be parked in designated reserved spaces. Persons authorized to park their cars in reserved parking spaces shall not delegate this authorization to anyone else.
- F. Parking spaces posted/painted as "Faculty Resident Only" or "Resident Parking Only" are assigned spaces. Vehicles not authorized to park in these assigned spaces will be towed at the owner's expense
- G. Parking is prohibited as follows:
- No parking, stopping, or standing is permitted in red areas except for authorized emergency vehicles or those of the U.S. Postal Service.
  - There shall be no parking within 15 feet of a fire hydrant.
  - There shall be no parking in a designated fire lane.
- H. Curbs painted yellow designate loading zones. Vehicles shall not be parked in a yellow loading zone for longer than 20 minutes while loading or unloading, or longer than the time limit painted on the curb.
- I. Curbs painted green designate temporary parking. Vehicles shall not park in a green zone for longer than 30 minutes or longer than the time limit painted on the curb.
- J. Curbs painted blue designate parking for handicapped persons only. (Handicap placard operator must be displayed).
- K. Parking is prohibited in loading dock areas.
- L. No person shall drive any motorized vehicle, nor shall any person stop, park or leave standing any vehicle, whether attended or unattended, upon the lawn, quad, or areas of any campus not regularly designated as a street or parking lot, except emergency vehicles on official business, and, as maybe necessary to

carry out maintenance work on such lawn, quad and/or other non-designated areas for driving or parking.

- M. Faculty and staff from any of the seven colleges and The Claremont Colleges Services (TCCS) who have registered their vehicle, may legally park in faculty/staff lots on any campus, unless the lot is designated for the colleges' faculty/ staff only.

## VIII. Penalties

- A. Citation fines and penalties will be billed to the student's account. All persons receiving citations have the right to submit an online appeal (with the Traffic Appeals Committee) at [services.claremont.edu/campus-safety](http://services.claremont.edu/campus-safety) within 10 days of the date the citation was issued. If the appeal is approved, the account will be credited accordingly. Information regarding employees (faculty and staff) who receive citations may be reported to the appropriate college official where the person is employed. Citation fines and penalties are paid to the college or TCCS and are not revenue for Campus Safety.
- B. Parking violations for the following will incur fines as follows:
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|--|-------|
| • Failure To Register<br><i>(Plus \$50 Each Additional Citation)</i> | \$50  |
| • Failure To Properly Display Permit On Rearview Mirror              | \$10  |
| • Parked In The Wrong Lot  | \$20  |
| • Parked In Reserved/No Parking Zone                                 | \$20  |
| • Parked In Red Zone   | \$80  |
| • Area Not Designated For Parking                                    | \$20  |
| • Fire Zone, Blocking Loading Zone/Building                          | \$80  |
| • Moving Violation   | \$50  |
| • Parked In Handicap Parking   | \$100 |
| • Driving/Parking On Lawn Or Quad                                    | \$50  |
| • Parked In Restricted Area  | \$20  |
| • Parked In Wrong Direction  | \$20  |
- C. Failure to stop for a Campus Safety Officer will be classified as a moving violation.
- D. Theft and/or vandalism of traffic/parking signs is a crime. Criminal charges and/or other action to recover replacement cost may be filed against those responsible.
- E. Persons with an excessive number of violations/citations will, on the determination of the director of Campus Safety, lose their motor vehicle privileges for the Claremont Colleges. The director will issue a written warning



of his/her intention to withdraw privileges and will give written notice of such revocation when it occurs.

## **IX. Citations**

Parking and failure to register citations are usually placed on the vehicle when the citation is issued. Citations can be issued for driving/moving offenses.

NOTE: Claremont Police are authorized to write citations and tow vehicles from campus that violate state and local traffic laws, especially fire zone and handicap parking violations.

## **X. Removal of Vehicles**

Campus Safety may request approval from the appropriate College to remove a vehicle from the Claremont Colleges property when a vehicle has received three or more citations per semester. Campus Safety may request the removal of any vehicle abandoned on campus or left on the property of The Claremont Colleges when the academic year ends, or when a vehicle is blocking a fire lane, loading dock, or creating a hazard to people or traffic. The cost of such removal and/or storage will be charged to the person responsible for the vehicle at the time of the violation.

## **XI. Enforcement**

Enforcement of these regulations is the responsibility of the director of Campus Safety, who shall assess penalties as described in Section IX. Cases not specifically covered by the regulations shall be reported to the appropriate officer of the college where the offender is enrolled or employed.

## **XII. Appeals**

Citations and withdrawal of privileges may be appealed by submitting an on-line appeal form available on the Campus Safety website (Campus Safety - The Claremont Colleges Services). You may appear before the Traffic Appeals Committee in person, if you wish, in addition to your written appeal. Indicate your desire to appear on the appropriate line of the Traffic Citation Appeal Form. If you choose not to appear, the committee will review and rule on the citation based upon the written appeal and The Claremont Colleges parking and traffic regulations.

Decisions reached by the Traffic Appeals Committee are final and binding.

### **XIII. Traffic Appeals Committee**

- A. The Traffic Appeals Committee will be composed of regular members selected by the Colleges.
- B. The Appeals Committee will review the appeals and rule on them. Decision reached by the Traffic Appeals Committee will be final.

### **XIV. Bicycle Operation and Licensing**

- A. Bicycle riders must obey all traffic laws the same as operators of motor vehicles.
- B. Bicycles may not be ridden at night without a headlight on the front and a visible red reflector on the rear of the bicycle. In addition, bicycles must be equipped with brakes, handlebars, and a red reflector to the rear, a white or yellow reflector on each side to the rear of the center of the bicycle (as required by the California Vehicle Code section 21201). Citations will be issued for all violations.
- C. You may register your bike at no cost with 529 Garage ([project529.com](http://project529.com))

### **XV. Annual Review**

The director of Campus Safety shall initiate, in consultation with the Traffic Appeals Committee and with other appropriate standing committees and offices, an annual review of the regulations.

### **XVI. Campus Safety**

The function of Campus Safety is to help protect life and property; to help maintain a desired academic environment on the campus; to enforce vehicle regulations; and to perform other related duties. Campus Safety is open 24 hours a day and is located at 101 South Mills Avenue. Vehicle registration is conducted Monday through Friday from 8:00 AM to 5:00 PM. You can call at (909) 607-2000, (909) 607-7233 (SAFE) or campus extensions at 72000 or 77233 (SAFE). Campus Safety also maintains a website at [services.claremont.edu/campus-safety](http://services.claremont.edu/campus-safety).

### **Overnight Parking** *(see section VIII.B)*

Claremont Police Department will ticket overnight parking violators parked on posted streets from 2-6 a.m.

NOTE: The following are city streets:

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- All streets west of College Avenue, except the Harrison Lot (between College and Harvard Avenues)
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## **Members of The Claremont Colleges**

- Pomona College (POM)
- Claremont Graduate University (CGU)
- The Claremont Colleges Services (TCCS)
- Scripps College (SCR)
- Claremont McKenna College (CMC)
- Harvey Mudd College (HMC)
- Pitzer College (PTZ)
- Keck Graduate Institute (KGI)

## **Affiliated Institutions**

- California Botanic Garden (CBG)

## Campus Safety

101 South Mills Avenue, Claremont, California 91711

(909) 607-2000

[dispatch@claremont.edu](mailto:dispatch@claremont.edu)

[services.claremont.edu/campus-safety](https://services.claremont.edu/campus-safety)



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