



# Parking Handbook

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**Department of Public Safety**  
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## Parking Information

Under state law, all parking on a community college campus is subject to payment of a specified fee. This applies to all faculty, staff, students, and visitors, except those visitors who display valid visitor parking permits.



**FALL/SPRING SEMESTER:** Students are allowed to park in any of the student lots during the *FIRST TWO WEEKS* of the fall and spring semesters without penalty. After the first two weeks of a semester, all vehicles without valid parking permits or meter tickets will be cited. Refer to “Parking Permits” section below regarding how to purchase a semester parking permit.

If you fail to receive your parking decal in the mail by Wednesday or Thursday of the second week of classes, check with the Department of Public Safety in Building 1800B (across from the tennis courts).

**\*\*If you purchased a Spring Semester permit it will cover for Summer Session classes also. You do not need to purchase a separate Summer Session parking permit\*\***



**SUMMER SESSION:** If students are taking only Summer Session classes then they can purchase parking permits for half price of \$16. Students are allowed to park in any of the student lots during the *FIRST WEEK* of the summer session without penalty. After the first week of a summer session, all vehicles without valid parking permits or meter tickets will be cited. Refer to “Parking Permits” section below regarding how to purchase a semester parking permit.

If you fail to receive your parking decal in the mail by Wednesday or Thursday of the first week of classes, check with the Department of Public Safety in Building 1800B (across from the tennis courts).

**NOTE: Citations will not be dismissed when you park without a permit even though you have paid for one.**

Whether you are a student or a visitor, a parking permit or daily meter ticket is required to park on Solano College grounds unless special arrangements have been made.

**It is your responsibility to make sure your vehicle has the required permit, clearly displayed, while parked on campus. Parking permits are required each semester and during summer and are good for all campuses.**

## Parking Permits

Parking permits should be purchased at the time of registration through your My Solano student account.

If you decide to purchase your permit at a later time, log into My Solano, click on the “Student” tab, on the right-hand side underneath the “Parking” header, click on “Student Parking”.

**NOTE:** When you order your parking permit, be sure you are at a computer with a working printer so that you can print your temporary permit to use until you receive the actual permit in the mail. If you haven’t received your permit in the mail by the time your temporary permit expires, contact the Department of Public Safety in Building 1800B or by calling (707) 864-7131.

**FALL/SPRING SEMESTER:** Parking permits are \$32 for vehicles.

**SUMMER SESSION:** Parking permits are \$16 for vehicles.

**REFUNDS:** Parking permits are refundable if you drop your class/es and the parking permit is returned to the DPS Office no later than the refund deadline of your class/es. Be sure to check your Schedule Bill to find the refund deadline of your class/es.

*NOTE: Vehicle parking permits are transferable from one vehicle to another vehicle only for the registered owner/student who purchased the parking permit. Permits cannot be transferred between individuals. It is against the law to alter, forge, sell, duplicate, or loan your parking permit to another person. You can be fined and/or arrested for these offenses.*

## *Daily Parking Meter Tickets*

**Y**ou do not have to purchase a semester parking permit to park at Solano College, although we always suggest this option for students. You can purchase a daily meter ticket. Daily meter tickets are available for \$2.00 (dollar bills, quarters, dimes, nickels) in Student Lots 1, 2, 3, 4, 5, and 7. Yellow meter ticket dispensers are located adjacent to the entrance of each lot.

- ◆ Daily meter tickets are good for all student lots for that day and evening only. You must purchase meter tickets for each day you are on campus.
- ◆ Meter tickets are valid on all campuses. For instance, if you purchase a meter ticket at the Fairfield campus, it is also valid for the same day at the Vallejo and Vacaville campuses.

*NOTE: If a meter is out of order, you must still purchase a meter ticket from another dispenser. Go to the adjacent parking lot and purchase a meter ticket.*

- ◆ If a meter jam occurs, report it immediately to the Department of Public Safety in Building 1800B or by calling (707) 580-6526 or 707-864-7131.
- ◆ If you fail to immediately notify the Department of Public Safety and receive a citation, the citation will not be dismissed. A note on the dashboard will not prevent you from receiving a parking citation.

*Reminder:* If you use the parking meters, keep a supply of dollar bills and coins (no pennies) handy and allow yourself ample time to buy your meter ticket before you park.

*It is your responsibility to purchase a parking permit or daily meter ticket when parking on Solano College campus parking lots.*

***PARKING PERMITS MUST BE CLEARLY DISPLAYED WITH ALL INFORMATION VISIBLE.***

## *Student Parking Lots*

**S**tudents, with valid parking permits or meter tickets, may park in Lots 1 through 7 on the Fairfield campus and in the student lots on the Vallejo and Vacaville campuses. Students may NOT park in any lettered lots, reserved spaces, faculty/staff spaces, visitor areas, red zones, safety zones, bus zones, cosmetology spaces (unless you're a patron with a valid day pass issued by the Cosmetology Department), disabled or rideshare spaces.



## Ride Share



Rideshare is carpooling and *requires a special permit* for parking. You must have 3 or more people to participate. All three people must be in the vehicle at the time it is parked for the permit to be valid.

Rideshare permits are issued by the Student Life Office in Rooms 1425/1426 (located across from the Bookstore).

Vehicles displaying valid rideshare permits may park only in the spaces reserved for rideshare participants. Rideshare stalls are located in the first row of Lot 1 and Lot 2 only.

If you do not have a rideshare permit, you cannot park in the rideshare spaces.

### ***RIDESHARE PERMITS ARE VALID ONLY IN RIDESHARE SPACES.***

**SUMMER SESSION:** Rideshare is not available during the summer session. If you have a valid Solano College parking permit, you may park in Rideshare spaces.

## Visitor Parking

Official guests of Solano College may pick up a Visitor Parking Permit at the Department of Public Safety. After obtaining the permit, visitors may park in any parking space in the lot(s) designated on the permit EXCEPT in reserved spaces.

- ◆ The Visitors Parking area is located on the north curb row only (painted green) of lot 1. All visitors may park in the Visitors Parking Area for a maximum of 30 minutes.
- ◆ If you are planning to be on campus for less than 30 minutes, you may park in “Visitors” parking located in Lot 1 on the curb row (painted green) only. You do not need a permit.
- ◆ If you believe you will be longer than 30 minutes, purchase a daily meter ticket and move your vehicle to a space other than Visitors, Faculty/Staff or Rideshare in the student lots.
- ◆ You are not allowed to park in “Visitors” parking if you have a parking permit or daily meter ticket even if it is only for “just a minute.” *If you are parked for more than 30 minutes, you will be cited.*
- ◆ The Visitors Parking Area is not to be used by faculty, staff, or registered students.
- ◆ You may not move from one Visitors parking space to another to “reset” the 30-minute time limit. Timed parking spaces may be used by the same vehicle only once in a four-hour period.

## Disabled Parking



All vehicles using disabled parking spaces must display a valid DMV disabled license plate or placard AND a valid Solano College parking permit or a daily meter ticket per District policy.

Persons displaying both of these can park in any disabled parking space on all campuses, including those in the faculty/staff lots.

**SPECIAL NOTE:** Unauthorized use of a disabled space will result in a \$250 citation or higher!

## *Vallejo & Automotive Technology Centers*

A parking permit is required to park at the Vallejo Center. Semester parking fees are \$32 for vehicles. Summer session fees are \$16 for vehicles. Daily meter tickets may be purchased from the yellow meter ticket dispenser at the Vallejo and Automotive Technology Centers. The permit dispenser takes dollar bills and coins (no pennies) and is located at the entrance of the parking lot.

## *Vacaville Center*

A parking permit is required to park at the Vacaville Center. Semester parking fees are \$32 for vehicles. Summer session fees are \$16 for vehicles. Daily meter tickets may be purchased from the yellow meter ticket dispensers at the Vacaville Center and the Vacaville Annex. The permit dispensers take dollar bills and coins (no pennies).

## *Legal Limitations*

In 1987, the California Legislature enacted law (40202c CVC) that made it a misdemeanor for any peace officer, including the issuing officer, to alter, conceal, modify, nullify, or destroy any notice of parking violation once it was issued.

## *Citations*

General questions regarding payment of parking citations or appeals can be answered by the Department of Public Safety. If you receive a citation and wish to contest it, you can do so online at [www.pticket.com/solanocc](http://www.pticket.com/solanocc). Per the California Vehicle Code, you have 21 days from the date of the citation to pay it or contest it.

## *Parking Citations*

If you receive a parking citation, you can do one of the following:

- 1) pay the bail amount of your citation,
- 2) contest the citation online at [www.pticket.com/solanocc](http://www.pticket.com/solanocc) (see Amnesty Program on page 7)

***You have 21 days from the date of the citation to contest it. It is your responsibility to ensure you meet the timelines regarding the payment of or contesting a citation.***

♦ If you wish to pay the bail amount of your parking citation, you can either pay online at [www.pticket.com/solanocc](http://www.pticket.com/solanocc), or send a check or money order for the bail amount, payable to Solano Community College and mail to:



Office of Parking Violations  
Solano Community College  
P.O. Box 11113  
San Jose, CA 95103-1113

Make a copy of the citation and the check or money order for yourself.  
Be sure to write the citation number on the check or money order and enclose it and the citation in the envelope.

- ◆ If you have misplaced your copy of the citation, call (800) 818-1832. The Citation Processing Center will be able to help you. Be sure to have your vehicle license plate number.

***By law, you have 21 days from the date of the citation to contest the citation. After the 21 days have expired, there is nothing we can do to help you.***

- ◆ If you disregard the parking citation, it will not just “disappear”. The citation will be processed according to the law and you will receive a notice in the mail.
- ◆ The notice will have a date listed in which you have 14 days to contest the citation. If after a period of 14 days you still do nothing, a late fee will be added to the original bail amount.

If you still disregard the citation and notice, the citation will then be placed on DMV hold. In other words, when you try to register your vehicle, the citation will appear as an addition to your registration fees. The amount of the citation will have increased as administrative and late fees are added to the original bail amount.

## *Citation Bail Amounts*

If you have a citation that is over 21 days old and would like to know the bail amount, you can call the Citation Processing Center at (800) 818-1832. Have the citation number or license plate number ready. They will be able to tell you the current bail amount.

The Department of Public Safety does not handle fees owed for citations.

## *Contesting a Citation*

If you receive a parking citation, you have the option of paying the bail amount of the citation or contesting the citation online at [www.pticket.com/solanocc](http://www.pticket.com/solanocc) (see Amnesty Program on page 7).

Complete all of the requested information and attach/upload any supporting documentation (i.e. picture of parking permit, PDF of parking permit order, etc.). Try to make the file as small as possible when attaching your documentation.

When writing the reason you believe a citation should be dismissed, make sure you give a thorough explanation. Your explanation is all the appeals judge has to go by when reviewing your appeal.

***It is your responsibility to make sure you correctly complete all of the required information. Failure to do so will result in delays in processing your appeal.***

- ◆ An Administrative Review will be conducted and you will be notified of the decision by mail. If you do not receive notification regarding the status of your appeal within 2-3 weeks, call (800) 818-1832. They will be able to give you the status of the appeal.

*Do not assume a citation is dismissed if you do not receive a response regarding your appeal.*

- ◆ **Appeal Disapproved:** If your appeal was disapproved you can do one of following:

- 1) pay the bail amount of your citation or
- 2) request an Administrative Hearing

***It is your responsibility to check on the status of your appeal if you do not receive notification through the mail.***

## *Administrative Hearing*

**T**he Administrative Hearing is coordinated through the Citation Processing Center by calling (800) 818-1832.

## *Amnesty Program*

**T**he Amnesty Program allows for the dismissal of one citation during the current fiscal year (from July 1 through June 30) for those that qualify.

If you receive a parking citation, you may be eligible for the Amnesty Program. The Amnesty Program applies **ONLY** to current faculty, staff, and students who possess a valid Solano College parking permit on the day of the issuance of the citation. Citation violations that may be applicable for Amnesty are the following:

### ***Violation #1: No Valid Parking Permit Clearly Displayed***

You must be a current registered student or a current faculty/staff member and have a valid parking permit, or have a valid daily meter ticket. When you contest the citation, you can upload a photo of your valid permit.

### ***Violation #2: Expired Parking Meter Ticket/Meter***

You must be a current registered student or a current faculty/staff member and have a valid parking permit, or have a valid daily meter ticket. When you contest the citation, you can upload a photo of your valid permit.

### ***Violation #3: Reserved Faculty/Staff Zone***

You must be a current faculty/staff member and have a valid parking permit. When you contest the citation, you can upload a photo of your valid permit.

*Verification is made of all persons receiving Amnesty for registration status and valid parking permits.*

*If it is found you previously received amnesty within the current fiscal year, are not faculty/staff or a currently registered student and/or do not have a valid parking permit, amnesty will be denied and the citation will be forwarded for processing according to the law.*

*Amnesty is not valid for citations that were previously upheld through the appeal process. If it is found you received amnesty for a citation that was previously disapproved through the appeal process, amnesty will be denied. The citation will be forwarded for processing according to the law.*

**You have 21 days from the date of the citation to seek dismissal under the Amnesty Program. The Program is based on the fiscal year, from July 1 through June 30. You are eligible for one dismissal per fiscal year.**



## *General Parking Regulations*

- Parking is permitted in designated parking spaces only. Parking on campus roads is PROHIBITED.
- Parking is NOT permitted along any red curbing, any fire lane, or any place other than designated parking spaces.
- Motorcycles, mopeds, and motorized bicycles are prohibited from parking at bicycle racks.
- Yellow zones are for the loading and unloading of vehicles, not to exceed the posted 15-minute limit. This also applies to faculty and staff loading or unloading instructional equipment. No vehicle shall be left unattended for more than 5 minutes.
- Permission must be obtained from the Solano College Department of Public Safety for the following:
  - Vehicular repairs under emergency conditions only
  - Overnight sleeping in vehicles or overnight parking of vehicles
  - Temporarily store a vehicle on campus
  - Vehicles that have mechanical problems
  - Driving/Temporarily parking on the inner campus roads
- ***No driving or parking on the inner campus without the prior approval of the Department of Public Safety. Temporary access may be granted to the inner campus on a case-by-case basis.***
- Abandoned/Disabled vehicles:
  - Any vehicle that is abandoned on any portion of the Solano Community College District property may be towed-away after 72 hours. The owner/registered owner of the vehicle will be responsible for all towing and storage charges.
  - A 72-hour notice shall be placed upon the vehicle indicating the Solano Community College District's intent to tow the vehicle away as abandoned.
  - Every effort shall be made to contact the registered owner of an abandoned vehicle. If the owner cannot be contacted or refused to remove his/her vehicle after the 72-hour time frame, the contents of the vehicle will be inventoried and the overall condition of the vehicle noted prior to the vehicle being towed. The officer towing the vehicle will complete a CHP-180 Vehicle Report and pull a DPS case number.
  - Disabled vehicles left on any portion of the Solano Community College District property may be towed-away after 72 hours. Efforts shall be made to contact the registered owner of an abandoned vehicle. The owner/registered owner of the vehicle disabled must make arrangements for its removal. The owner/registered of the disabled vehicle will be responsible for all towing and storage charges if the vehicle is towed-away.
- Double parking, especially at loading docks, is prohibited.
- All vehicles must park within the lines. Overlapping is a citable offense. One vehicle per stall.



## *Speed Limits*

**P**lease drive safely and courteously while on campus grounds. Speed limits on campus are as follows:  
*10mph* in parking lots      *25mph* on perimeter roads



## *Vehicle Tow*

**I**f you have 5 or more unpaid citations against your vehicle, your vehicle is subject to being towed. It will be impounded until all outstanding citations are paid in full. You will also be responsible for towing and storage fees.

## *Questions*



Stop by the Department of Public Safety located in Building 1800B (across from the tennis

courts) Call (707) 864-7131

Email us: [sccdps@solano.edu](mailto:sccdps@solano.edu)



## Need help?



Well, the Department of Public Safety can't fix your vehicle, but we may be able to help you with some of the small stuff.

### *Jump Starts*

Car won't start? Forgot to turn off your headlights? Well, if it's your battery, we can help you with a jump start. We have a portable battery pack that hooks up to your battery. Give us a call at (707) 864-7131 or the officer on duty at (707) 580-6526.

### *Lockouts*

Sorry! The Department of Public Safety does not provide lockout service.

### *Escorts*

Do you have classes in the evening? Kind of leery about walking to your vehicle after class? The Department of Public Safety has an escort program. For more information call (707) 864-7131 or the on-duty officer at (707) 580-6526.

**NOTE:** This service is subject to the availability of manpower and/or equipment.

SAFETY  
IN  
NUMBERS

Always be aware of your surroundings when walking to your vehicle. There is safety in numbers. Try to walk with a friend or a group of people.

If you are nervous or in doubt, please call the Department of Public Safety on-duty officer at (707) 580-6526 or the main business line at (707) 864-7131.

The following are some commonly listed reasons for violating parking regulations. While these reasons may seem valid to the violator, they do not address the laws of the State and policies of Solano College. These reasons, generally, will not result in the violation being dismissed, or the violator being successful in a hearing.

# *General Reasons Why a Violation Won't Be Dismissed*

## ***I didn't see the sign, I didn't understand the sign, or I didn't know***

Drivers are required to look for signs when parking and know the Rules and Regulations of the College. This may mean checking an entire lot from corner to corner or contacting the Department of Public Safety prior to your arrival on campus. Drivers are also required to abide by the directions on the sign. A person stating that they did not see a sign preventing parking or requiring a specific permit, is not an acceptable excuse.

All parking information is listed on the college's website ([www.solano.edu](http://www.solano.edu), click on "Police and Parking"), in the schedule of classes, and in the course catalogue. There are also links to parking lot maps on the website.

## ***Short errands***

A short errand is a very common excuse. No errand, no matter how short or how important to the driver, besides a bona fide medical emergency, is an acceptable excuse for illegally parking.

## ***I was only a few minutes***

This explanation is one of the most common claims. Even if true, parking in a prohibited area is illegal.

## ***I've always done it or Everybody does it***

This is never a valid excuse for illegally parking. Nobody should be rewarded for getting away with prior violations.

## ***An official saw me park and didn't say anything***

Generally speaking, employees have no authority to give permission to break the law. Whenever possible, an officer will caution about illegal parking, but silence by an official does not waive parking restrictions.

## ***Nobody else got a ticket***

Sometimes this excuse is raised as discriminatory enforcement. The officer may have had to leave the area before checking all the vehicles. However, a citation stands on its own.

## ***This violation has not been enforced in the past***

This normally is not the case, however, inadequate staffing or other priorities may give rise to violations not being enforced continually; but nowhere does apparent failure to enforce parking laws constitute a valid excuse for illegal parking.

## ***Someone else had my vehicle or I was driving a different/rental vehicle***

Under the law, the registered owner (RO) has joint responsibility with whoever was driving their vehicle. The RO, renter, or lessee is responsible for the parking citation. It is your responsibility to make sure you display a valid parking permit in the vehicle you are driving.



## Telephone Numbers

Admissions and Records.....	864-7171
Applied Technology and Business (School of).....	864-7229 or 864-7000, ext. 4477
Athletics.....	864-7119 or 864-7126
Bookstore.....	864-7111
Cafeteria.....	863-7887
CalWORKS.....	864-7000, ext. 4645/5497
<b>Department of Public Safety.....</b>	<b>864-7131</b>
Career and Employment Services.....	864-7124
Community Education.....	864-7149 or 864-7000, ext. 3382
Cosmetology Department.....	864-7180
Counseling & Guidance.....	864-7101
Disability Services Program.....	864-7136
Early Learning Center.....	864-7182
English Lab.....	864-7239
EOPS.....	864-7000, ext. 4444
Financial Aid.....	864-7103
Fire Academy Director.....	864-7000, ext. 5516
Health Sciences (School of).....	864-7108
Liberal Arts (School of).....	864-7114 or 864-7000, ext. 5044
Library.....	864-7132 or 864-7000, ext. 4519
Lost and Found.....	864-7168
Math Activities Center.....	864-7138
Mathematics & Science (School of).....	864-7211 or 864-7000, ext. 4490
Occupational Education/Work Experience.....	864-7139
<b>Parking Information.....</b>	<b>864-7113 or 864-7131</b>
Registered Nursing Program.....	864-7108
Small Business Development Center.....	864-7000, ext. 3382
Social and Behavioral Sciences (School of).....	864-7251
Student Clubs.....	864-7168
Student Government.....	864-7168
Student Health Center.....	864-7163
Student Life Office.....	864-7168
Theater.....	864-7100
Transfer Center.....	864-7158
Travis Air Force Base Education Center.....	424-2431
Tutoring Center.....	864-7230
Vacaville Center.....	864-7171
Vallejo Center.....	642-8188
Veterans Affairs.....	864-7105
Vistas Classes.....	864-7149 or 864-7000, ext. 3382
Workforce Development and Continuing Education.....	863-7808 or 864-7000, ext. 3382