Southeast community college

Use of Restricted Parking Spaces at Southeast Community College Locations
Administrative Guidelines and Procedures – Effective 7/1/00

General Purpose - Pursuant to legal mandates, SCC has designated restricted/accessible-parking spaces at each campus location for the exclusive use of individuals with disabilities who have specific limitations. These administrative guidelines and procedures are intended to:

- Inform college officials, staff and students on each campus as to the appropriate/legal use of restricted parking spaces,
- Clarify the process for responding to requests from SCC students or employees for temporary permits to use restricted parking spaces,
- Establish a procedure for requesting and issuing temporary permits, and
- Inform college officials, staff and students of the penalties for unauthorized or inappropriate use of restricted parking spaces on campus.

Use of Restricted Parking Spaces - Each campus has designated restricted/accessible-parking spaces at each campus location. These restricted parking spaces are identifiable by the blue signs bearing the International Symbol of Accessibility (wheelchair) immediately adjacent to and visible from such stall. It should be clearly and conspicuously noted that these restricted parking areas are designated as a "tow-in" zone.

Use of these designated parking areas is restricted to and provided exclusively for use by persons with disabilities or persons with temporary disabilities, or motor vehicles used for the transportation of those persons. Use of these spaces is appropriate and authorized only when:

1. The person with a disability has properly obtained and appropriately displays in the vehicle a valid state-issued restricted disability parking permit or license plate, or
2. The person with a disability has properly obtained and appropriately displays a valid SCC-issued temporary permit to use restricted parking as authorized by the Plant Superintendent of the campus, **and**
3. **The person with a disability to whom or for whom the permit is issued actually enters or exits the vehicle while it is parked in the designated restricted parking space.**

Criteria for Obtaining a SCC-issued Temporary Permit to Use Restricted Parking - The Plant Superintendent at each campus location, in coordination with their Campus Administrator and the SCC Vice President for Affirmative Action/Equity/Diversity, is authorized to receive, review and act on requests for temporary permits to use restricted parking spaces on SCC campuses for a maximum of six (6) months**. Persons with permanent or long-term disabilities must obtain parking permits from the Nebraska Department of Motor Vehicles.**

The following requirements must be complied with prior to issuing a temporary permit to any qualified SCC employee or student:

1. Only currently enrolled students and persons actively employed with the College are eligible for consideration.
2. The individual must have a verifiable disability or temporary disability that limits their mobility and access to SCC facilities. As defined by state law, and for the purposes of these guidelines, a person with a disability shall mean:
   - any individual with a severe visual or physical impairment which limits personal mobility and results in an inability to travel unassisted more than two hundred feet without the use of a wheelchair, crutch, walker, or prosthetic, orthotic, or other assistant device; or
   - any individual whose personal mobility is limited as a result of respiratory problems; or
   - any individual who has a cardiac condition to the extent that his or her functional limitations are classified in severity as being Class III or Class IV, according to standards set by the American Heart Association; or
   - Any individual who has permanently lost all or substantially all the use of one or more limbs.
   - Temporarily disabled person shall mean any person with a disability whose personal mobility is expected to be limited in such manner for no longer than six months.

3. The individual with the disability or his/her legal representative is required to comply with the following procedure:
   a) Complete and submit to the Physical Plant Superintendent at their campus location an **"Application for a Temporary Permit to Use Restricted Parking Spaces on Campus**." Forms will be made available in the Campus Office, the Student Services Office, or the Physical Plant Superintendent's Office at each campus location.
   b) Provide adequate proof of identity/verification as a current SCC student or employee,

c) Submit a medical statement signed by a physician, physician assistant, or nurse practitioner certifying that the person who will be the holder of the temporary permit meets the definition of disabled person or a temporarily disabled person. **The certifying physician, physician assistant, or nurse practitioner shall indicate the estimated date of recovery, or that the temporary disability will continue for a period of no more than six (6) months, whichever is less**.

d) The issuing authority on campus may initially grant a provisional seven (7) day permit to use restricted parking to allow a student or employee sufficient time to obtain the required medical statement.

Terms and Conditions Applicable to Restricted Parking Permits - Each applicant that is approved to use restricted parking spaces on campus shall be informed in writing of the legal uses of the permit, whether state-issued or SCC-issued, including the following terms, conditions and restrictions:

- permits are not transferable or renewable,
- permits are to be used only by the party to whom issued or for the motor vehicle for which issued and only for the purposes issued,
- for purposes of these guidelines, the person with the disability or temporary disability shall be considered the holder of the permit,
- All such permits shall be displayed by hanging the permit from the motor vehicle's rearview mirror so as to be clearly visible through the front windshield. The permit shall be displayed on the dashboard only when there is no rearview mirror.
- Permits are not to be altered or reproduced,
- Permit are to be used only when a disabled person or a temporarily disabled person will enter or exit the motor vehicle while it is parked in a designated parking space.
- A file containing application information for all SCC-issued permit holders shall be kept by the Physical Plant Superintendent Office at the respective campus location.

SCC-issued temporary permit holders determined to be in violation of these guidelines shall be subject to revocation of the permit. Violations by individuals holding state-issued permits will be reported to the proper authorities, which may result in suspension of their permit and possible fines as establish in statute.

Removal of Vehicles - Unauthorized Use of Restricted Parking Spaces

The Plant Superintendent has the authority to cause the removal, from a stall or space designated exclusively for use by persons with a disability or a temporary disability, or motor vehicles for the transportation those persons, of any vehicle not displaying the proper permit or the distinguishing license plates. Restricted parking spaces will have posted, above ground and immediately adjacent to and visible from such stall or space, a sign that clearly/conspicuously states the area so designated as a tow-in zone.

A person who parks a vehicle in any parking space on campus which has been designated exclusively for persons with disabilities or temporary disabilities, or motor vehicles for the transportation of those persons, without properly displaying the proper permit, or when the disabled person to whom or for whom the license plate or permit is issued will not enter or exit the vehicle while it is parked in the designated space, shall be guilty of a parking infraction as defined by these guidelines and in section 18-1741.01 of the Nebraska Revised Statutes. Violators shall be subject to the penalties and procedures set forth in sections 18-1741.01 to 18-1741.07 of the Nebraska Revised Statutes.

For the purpose of monitoring the appropriate use of restricted parking spaces on campus, the College may, as deemed appropriate and necessary by the Plant Superintendent, the Campus Administrator, or the Vice President for Access/Equity/Diversity, contact the Nebraska Department of Motor Vehicles for information from their registry of the names, addresses, and license numbers of persons who obtain special license plates and all persons who obtain a disabled parking permit from the state.

College administration will ensure the timely and broad dissemination of these guidelines and procedures to students and employees through appropriate publications and mediums.

Effective Date: July 1, 2000

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