

Southwest Virginia Higher Education Center (SWHEC / Agency 948)
Motor Vehicle Parking Policy

APPLICABILITY: All Motor Vehicles Operated Upon the Center's Premises

PURPOSE OF POLICY:

The Center adopts this parking policy regarding motor vehicles to foster the safe and efficient movement of motor vehicular traffic upon the Center's premises.

PARKING IN GENERAL:

All motor vehicles must be parked in marked spaces only. No parking is permitted in areas that are not striped, marked, or signed as parking spaces. General parking in front of the Center is on a first come, first served basis.

Partner organizations and tenants with state/pool vehicles generally left overnight upon the Center's premises must register the vehicle license plate number, make, model, and the name and phone number of a point of contact for the vehicle with the Center's Security Personnel. Tenant state/pool vehicles left overnight upon the Center's premises must be parked in the reserved spaces specifically designated for the parking of state/pool vehicles.

Parking of motor vehicles in spaces reserved for persons with disabilities shall be in accordance with applicable Virginia law. All operators of motor vehicles shall abide by all posted signs, pavement markings, and any temporary motor vehicle traffic control measures placed into effect to govern parking.

CIRCULAR DRIVEWAY PARKING:

This circular driveway area near the Center's main entrance is for the immediate loading and unloading of passengers only, not to exceed 20 minutes per occurrence. Once vehicles have been loaded or unloaded, the vehicle must be moved to the general parking area in front of the Center if remaining upon the premises of the Center. ***Any activity that is anticipated to exceed 20 minutes must notify the Center's Chief Technology & Operations Office (CTOO) and request an exception.***

PARKING IN REAR OF BUILDING:

Except for the immediate loading and unloading of supplies or equipment, no motor vehicle (other than a Center owned, agency #948, state vehicle) shall be parked in the paved area behind the Center when the Center is open for business or events. Parking for loading or unloading purposes shall not to exceed 20 minutes per occurrence. ***Any activity that is anticipated to exceed 20 minutes must notify Center's CTOO and request an exception.***

Once vehicles have been loaded or unloaded, the vehicle must be moved to the general parking area in front of the Center if remaining upon the premises of the Center.

Caterers, contractors, and others utilizing the rear area of the Center must move their vehicles to the general parking area in front of the Center when not in the process of loading or unloading.

TEMPORARY EXCEPTIONS:

The Center’s CTOO may approve a temporary exception for any part of this policy upon a written or verbal request that demonstrates good and sufficient reason.

The Center’s CTOO may delegate the permission to grant temporary exceptions to other individuals as needed and required for the efficient and effective operation of the Center.

VIOLATIONS OF POLICY:

Center employees parking a motor vehicle in violation of this policy may be subject to disciplinary action up to and including termination as outlined in Department of Human Resource Management (DHRM) Policy 1.60 (Standards of Conduct) and the violation shall be considered in the employee performance evaluation.

In the case of a violation by a partner organization or tenant, the appropriate authority supervising the tenant will be notified in writing with an official request to address the violation of this policy.

Any motor vehicle found to be in violation of this policy may be towed at the owner’s expense.

Policy Approval:

Policy Effective November 1, 2022 (initial adoption)

 <<<On File>>>
David N. Matlock, Executive Director

 10/19/2022
Date

Center Oversight Office: Operations/Security