

Procedures for Traffic and Parking Controls

The building administrator, in cooperation with the maintenance department, shall be responsible for establishing designated parking areas and traffic control procedures for each district facility. These responsibilities shall include:

1. specifying entrance/exit routes and traffic flow patterns;
2. designating parking areas that are clearly marked and properly posted;
3. working cooperatively with the appropriate police jurisdiction to tow improperly parked vehicles from fire lanes or other emergency zones; and
4. developing cooperative procedures to determine when abandoned vehicles, other than those identified in 3. above, will be towed from district premises.

The maintenance department is responsible for developing district-wide guidelines related to the impounding of improperly parked or abandoned vehicles. Vehicles shall not be towed from district premises before the maintenance department has been contacted unless an extreme emergency exists.

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