

Central New Mexico Community College

Guide to Parking and Parking Services Rules and Regulations



Parking and Fleet Services
525 Buena Vista Blvd. SE
Albuquerque, NM 87106
(505) 224-4637 • (505) 224-4642 fax
parkserv@cnm.edu
Hours: Monday through Friday, 8:00 a.m. to 5:00 p.m.

PURPOSE AND AUTHORITY

CNM's Parking and Traffic Policy and Procedures is to be consistent with the learning and service missions of the College. To this end, the focus of parking management at CNM is to enhance education by the safe flow of traffic on campus and provide reasonable access to all facilities for students, faculty, staff and visitors. Traffic Policy and Procedures are established by the Governing Board of the College pursuant to authority contained in NMSA 1978, Section 29-5-4 as amended. Parking and traffic policies and procedures cover areas including, but not limited to:

1. limiting rates of speed
2. assigning parking spaces, designating parking areas and their uses, and collecting rent
3. prohibiting parking
4. removing vehicles parked in violation of campus traffic regulations at the expense of the violator, who shall pay the expense before the vehicle is released
5. instituting a system of vehicle registration for the identification and regulation of vehicles regularly using institutional premises, including a reasonable charge to defray costs of providing parking/traffic enforcement services and campus parking.

State of New Mexico, County of Bernalillo and City of Albuquerque traffic and parking laws apply to CNM.

CNM assumes no responsibility, expressed or implied, for the protection of any vehicle, motorcycle, bicycle or non-pedestrian device or its contents while being operated or parked on campus.

PARKING LOTS, PERMITS AND FEES

All vehicles are required to be registered with CNM Parking Services for all parking lots or campuses. A permit will be issued per lot depending on type of parking desired. This permit must be displayed on the vehicle while parking on CNM property. The General Parking Permit is to be displayed on the front windshield, lower left-hand side. The permit placard for all reserved lots is to be hung from the rearview mirror. **Permits are not valid in metered spaces.**

A. RESERVED PARKING FEES

Parking on the Main Campus in reserved lots is accessible by purchasing a Reserved Parking Permit with a current cost of \$65 per semester (fees may increase and increases will be communicated through the Marketing & Communications Office). Only one reserved permit will be issued to each registrant; however, the same permit may be used with up to three

registered vehicles. The reserved lots on Main Campus are North Lot, Central Lot, Jeannette Stromberg (JS) Lot, Ted Chavez (TC) Lot, Physical Plant Department (PPD) Lot, and the Student Services Center (SSC) Lot. Virtual day passes are also available for \$4 per day.

B. GENERAL PARKING FEES

Parking on CNM property in General lots is available by purchasing a General Parking Permit with a cost of \$5 per semester or \$15 annually (a \$2.50 processing fee does apply). Annual motorcycle permits also available (fees may increase and increased will be communicated through the Marketing & Communications Office). Up to two general permits may be issued to each registrant and the same permit may be used with up to three registered vehicles. General Parking is available at all CNM campuses: Main Campus - Smith Brasher (SB) and BMX Lots, Montoya, Westside, South Valley, Rio Rancho and Advanced Technology Center.

C. PARKING METER FEES

Parking meter fees have been established as follows (meters accept nickels, dimes, quarters and credit cards): All meters, all lots: \$1.50 per hour to a maximum of 3 hours. Parking meters at CNM are enforced from 7:00 a.m. to 4:00 p.m., Monday through Friday. Meters are enforced during term breaks; the only time meters are not enforced is on the weekend. ParkMobile (pay by phone app) can also be used at the meters to add additional time from your phone. **Permits are not valid in metered spaces.**

D. PARKMOBILE FEES

ParkMobile is a pay by phone app (downloaded on a phone) that allows short term parking in various locations at all CNM Campuses. ParkMobile locations are identified with signage and fees may vary depending on the location. Visit <https://www.cnm.edu/depts/parking-and-fleetservices/parkmobile-avoid-a-ticket-download-the-app> for detailed information.

E. TEMPORARY AND E-PERMITS

Temporary permits are free and available through the parking office for individuals who have an acceptable and reasonable need. The Director of Parking and Fleet Services oversees the issuance of temporary permits. Parking Services also offers a FREE E-Permit for visitors and potential students. The E-Permit must be requested on line, printed, and displayed on the vehicles dashboard. A limited number of E-Permits are available per year.

F. RETURN POLICY

Select permits may only be returned within the first 10 days after purchase for a full refund. After 10 days there will be no refunds for permits. For information regarding the Permit Return policy please refer to the CNM cashier link:

<https://www.cnm.edu/depts/cashier/refund-policy>

PARKING FOR THE PHYSICALLY DISABLED

CNM strongly supports the provision of designated parking spaces within reasonable distance to CNM's facilities for individuals who are permanently or temporarily disabled. This privilege is regulated to provide accessibility on a priority basis. Accommodation of persons with a physical disability receives top priority.

G. DEFINITIONS

Permanent Disability: as certified by a physician, a physical condition that will remain unchanged and may include, but is not limited to, the use of a wheelchair, braces, walker, crutches, or other prosthetic devices and/or involves pulmonary, cardiovascular distress, an arthritic condition, or orthopedic or neurological impairment.

Temporary Disability: as certified by a physician, a physical condition that will impede movement and mobility for a limited time, but is subject to change.

Permanently and temporarily disabled students, faculty and staff may park in all lots utilizing disabled parking spaces by displaying a State-issued handicap placard. When disabled parking spaces are filled in reserved lots, disabled patrons may park their vehicle in any legal parking space displaying their State-issued handicap placard. CNM Parking Officers verify ownership of State- issued handicap placards. If the placard is being used illegally, CNM parking officers will confiscate the State-issued handicap placard. All confiscated handicap placards are sent to the MVD office in Santa Fe, NM.

PARKING REGISTRATION

H. GENERAL REQUIREMENTS

CNM students, faculty and staff must register their vehicles with Parking Services, as required, by permit type, depending on the type of parking to be used.

- *Issuance of Permits:* Parking permits will be issued only after the applicant has provided:
- verification of employment (applies to CNM staff and faculty)
- documentation showing a student is registered and enrolled for the upcoming term (applies to students)
- current State license plate number
- payment of the required permit fee

- *Permit Fees:* Permit fees are paid online at time of purchase with the exception of payroll deduction for full-time employees.
- *Payroll Deduction Agreement:* Payroll deduction is offered to full time employees purchasing annual reserved permits only. Employees give consent to have their paychecks deducted \$7.50 per pay check by checking a box at time of purchase. The Payroll deduction agreement form is also available at the Parking Services Office.
- *Knowledge of Regulations:* Anyone driving a motor vehicle to CNM is responsible for obtaining a copy of this policy, reading it and complying with its directives. Copies of this policy are available at the Parking Services Office and online.

Change of Permit Holder Personal Information: It is the permit holder's responsibility to notify Parking Services of any changes in the permit holder's address, vehicle ownership or license plate information on vehicles registered with CNM. Failure to do so may result in continued responsibility for citations, impoundment of vehicles and the loss of parking privileges on campus.

I. TERM AND TRANSFER OF PERMITS

Permits are valid only for the length of the issued semester or academic year. Permits and stickers are permanently assigned to the permit holder and are not transferable to another person without prior authorization of parking services. Liability for all fines associated with the permit are the responsibility of the permit holder.

J. PERMITS

CNM will issue permits for parking in designated areas of the campus. Only one Reserved Parking Permit will be issued per person which may be used for up to three vehicles on that person's account. Up to two General Parking Permits may be issued per person which may be used for to up to three vehicles on that person's account.

Parking permits are available to Faculty and Staff two weeks before they are made available to students. Permits usually go on sale six weeks before the start of each term.

All vehicles parked in lots designated for Reserved Parking Permit parking during a school term must have a permit clearly displayed, hanging from the vehicle's rearview mirror. All vehicles parked in the General parking lots must have the General permit sticker affixed to the inside lower left- hand corner of the windshield. (The only exceptions are vehicles with a valid ParkMobile session, vehicles parked in metered parking or special-events parking.)

Possession of a permit does not guarantee a specific parking space; it grants the right to park in a legal parking space when space is available.

- *Permits - Sold or Traded Vehicles:* The permit holder is responsible for updating information with Parking Services. Information can be updated online at cnm.edu/parking. Failure to comply with this requirement will result in additional citations if the permit is used with a new, unregistered vehicle.

- *Lost or Stolen Permit:* Permit holders are responsible for the security of their permits. If a parking permit is stolen or lost, a \$25 administrative fee will be charged for each permit to offset the cost of replacement and the administrative time required to update the Parking Services database. The administrative fee must be paid before a new permit will be issued. Lost or stolen parking permits must be reported within 48 hours to Parking Services. Once reported, fines will not be assessed to the permit holder for a stolen permit, and the stolen permit will be cancelled with a new one being issued. A stolen permit, once reported, will be placed on the security hot sheet, and department personnel will look for it on campus. Unreported stolen or lost permits will be considered active. If found on an unregistered vehicle, the vehicle will be impounded and a fine assessed at the permit holder's expense. The permit holder will be responsible for all fines.

SECURITY NOTE: Permits are prime targets for theft and auto burglary. Vehicles should always be locked with windows rolled up.

- *False Registration:* Only CNM is authorized to sell parking permits. No person shall attempt to obtain, use or alter stolen, lost or counterfeit parking permits or a permit issued based on false information. Giving false information that is known to be false constitutes false registration. Violation of this provision may result in fines, suspension of campus parking privileges and referral to the Dean of Students or appropriate department head for disciplinary action.
- *Recall of Permits:* Parking permits are the property of CNM and may be recalled and parking privileges revoked when:
 - the circumstances under which the permit was issued have changed
 - a permit is used by an unauthorized person
 - a parking permit application is falsified
 - a counterfeit, altered, lost/stolen permit is used
 - a driver disregards verbal notice from a Parking Services enforcement officer or Security officer not to drive or park in a designated, restricted or special-events area
 - a payment for a citation is returned as not collectible
 - a permit holder's association with CNM is terminated

CAMPUS ENFORCEMENT AND REGULATIONS

Every person operating a motor vehicle on property owned, operated or leased by CNM is subject to New Mexico traffic laws cited in Article 7, Chapter 66-7-1 through 66-7-512 inclusive, NMSA 1978.

The posted speed limit on all campus locations is 10 mph.

Accidents involving motor vehicles or motor vehicles and pedestrians shall be reported immediately to Security Department Dispatch, (505) 224-3001, emergency line.

All vehicles, non-pedestrian devices and pedestrian traffic shall obey the lawful direction of a security officer or Parking Services enforcement officer.

Parking or obstructing traffic flow and vehicular movement in aisles, thoroughfares or driveways is prohibited and subject to fines and tow.

ENFORCEMENT

1. *Authority:* Parking Services is charged with enforcing these rules and regulations. Enforcement personnel have the authority to issue parking citations, boot and/or impound vehicles and recommend sanctions to the administration. They also have the authority to control access to lots and advise security personnel of safety and emergency situations in all lots.
 - Parking Services may issue “Warnings Only” during the first week of each term to allow students additional time to obtain a parking permit.
 - In most cases, the first citation is a warning or will be changed to a warning if a permit was purchased as a result of the citation.
2. *Times of Enforcement:* Parking enforcement operates during the school terms (Fall, Spring and Summer). Parking enforcement with regard to fire lanes, parking for the disabled or violations related to health/safety issues is year-round, seven days a week, 24 hours/day. Enforcement of Official Vehicle, Special Permit, and Low Emitting Fuel Efficient parking spaces is also year-round, seven days a week, 24 hours/day.
3. *Reserved Lots:* These lots are restricted to permit holders. During school terms, parking enforcement is Monday through Friday 7:00 a.m. to 4:00 p.m. After 4:00 p.m. on weekdays, weekends, and office holidays, the lots are considered as open parking and permits become valid in all lots. Permit parking is not enforced Saturdays and Sundays or during term breaks and holidays. After 10 p.m., the lots are closed for business.
4. *General Parking Lots:* These lots are restricted to General Parking Permit holders (or Reserved Parking Permit holders unable to find parking in the specified lot purchased) and are not open to the public. During school terms, parking enforcement is Monday through Thursday, 7:00 a.m. to 4:00 p.m. Fridays and after 4:00 p.m., weekdays, weekends, and official holidays all parking is open and permits become valid in all lots. After 10 p.m., the lots are closed for business. Permit parking is not enforced Saturdays or Sundays or during term breaks and holidays.
5. *Metered Parking:* Permits are not valid in metered spaces. Metered parking is enforced from 7:00 a.m. to 4:00 p.m., Monday through Friday. Meters are enforced during term breaks; the only time meters are not enforced is on the weekend. Meters accept nickels, dimes, quarters and credit cards. Defective meters should be reported immediately to Parking Services, (505) 224-4637.
6. *Restricted Spaces:* These spaces are restricted for their designated purposes 24 hours a day, seven days a week. Unauthorized vehicles parked in restricted spaces are subject to immediate citation and impoundment by boot or tow. Types of restricted spaces include:

- spaces for the disabled or handicapped
- disabled van access and adjacent crosshatch areas
- load and unload zones
- service vehicle zones and zones spaces designated for official CNM vehicles
- fire lanes
- no parking zones
- disabled (handicap access) walkway crosshatch areas
- reserved (bagged) parking meter spaces
- designated special-events areas

7. *Vehicle Registration:* All vehicles are required to be registered at CNM regardless of the type of lot they are parked in. A General Parking Permit is the minimum required to park on all campuses. Proof of employment or student enrollment is required.

PARKING REGULATIONS

1. *Knowledge of Regulations:* It is the responsibility of every operator of a motor vehicle, bicycle or other non-pedestrian device on campus to read and fully understand these regulations. A lack of knowledge of these regulations will not serve as grounds for the dismissal of a citation or impoundment, nor will it lead to a favorable decision for the appellant in the appeal process.
2. *Signage and Designated Spaces:* Vehicles must be parked ONLY where spaces have been identified with two parallel white lines and/or a parking bumper. Restricted spaces are marked with signs, barricades, cones, etc. Failure to comply with restricted parking regulations will result in citations and/or impoundment by towing or boot installation.
3. *Legal Parking Space:* A legal parking space is designated by two parallel stall lines in paved areas and/or bumper blocks. In unpaved areas, they are designated by bumper blocks. All vehicles at CNM must be parked in legal parking spaces on campus.
4. *Motorcycles, Mopeds, Motor Scooters:* These vehicles are prohibited from parking on the sidewalk and legal parking spaces for motor vehicles; instead, designated motorcycle parking areas are provided at all campuses. Motorcycles and similar vehicles must register with Parking Services and display a Motorcycle annual permit. If more than one motorcycle, moped, motor scooter, etc. is parked in a metered
5. space, all vehicles will be cited.
6. *Drivers of State Vehicles:* Any person operating a CNM or State of New Mexico vehicle is responsible for knowing and abiding by all local, state and federal motor vehicle and traffic regulations and CNM parking regulations. Drivers of State of New Mexico vehicles will be held personally liable for parking citations.
7. *Use of Lots for Emergency, Utility or Maintenance Service or Special Needs:*

CNM reserves the right to close any campus parking area at any time for maintenance or safety reasons or for special needs or events.

Emergency or public utility personnel performing official duties may deviate from these regulations, as required, to conduct emergency procedures and/or maintenance services as prescribed by CNM.

8. *Special-Events Parking*: Campus parking facilities may be used for special events. On such occasions, the Security Department/Parking Services may impose parking and traffic limitations. Persons driving and parking on campus are expected to comply with signs, barricades and cones regulating or restricting parking for special events. Failure to comply may result in citations, boots, towing and/or disciplinary action.
9. *Vehicle Repair and Storage at CNM Parking Lots*: Using CNM parking facilities for vehicle repair, maintenance or storage is strictly prohibited. Vehicles identified on campus after 72 hours will be cited and impounded by Parking Services.
10. *Impoundment of Vehicles*: CNM reserves the right to impound any vehicle WITHOUT NOTICE for the violation of these parking regulations and/or for three cumulative unpaid citations. Motor vehicles will be released only after the affected owner/operator/claimant presents current proof of ownership, the right of possession of the vehicle (title, vehicle registration, valid State driver's license), and pays all outstanding citations and storage, removal and impound fees.
11. *Release of Impounded Vehicles After Hours*:
 - 11.1.1. Tows: Arrangements must be made with the towing service contractor to have the vehicle released after presenting proper identification.
 - 11.1.2. Booted Vehicles: Fees for booted vehicles must be paid at the Cashier's Office at the Student Services Center, Monday through Friday, until 5 p.m. After 5 p.m. and on weekends, payments can be made online at www.CNM.edu.
12. *Liability*: CNM assumes no responsibility for the care and protection of any vehicle or its contents at any time while the vehicle is on property owned, operated or leased by CNM.
13. CNM Parking Services as well as Security Department representatives are authorized to issue citations for violations of the Central New Mexico Community College Parking rules and regulations. Administrative citations are issued with an assessment fee with the right to appeal.
14. Vehicles may be impounded for three cumulative unpaid or non-appealed violations of these regulations or any violation(s) that creates a potential health or safety risk to other vehicles or pedestrians in CNM parking facilities or property.

B. PARKING VIOLATIONS AND FINES

- **V1A** Handicapped Parking Violation: \$250
- **V1B** Illegally Parked/Fire Lane: \$45
- **V1C** Failure to display valid permit: \$25
- **V1D** Expired meter/ParkMobile Session: \$25
- **V1E** Parking Prohibited: \$25

- **V1F** Invalid Permit: \$25
- **V1G** Loading zone time limit: \$25
- **V1H** Obstructing Traffic: \$25
- **V1J** Tow/Boot Warning: \$25
- **V1K** Designated Zone: \$25
- **V1L** Warning: \$0
- **V1M** Parking Improper: \$25
- **V1N** All other parking violations: \$25
- **V1O** Parked on sidewalk: \$25
- **V1P** No ParkMobile Session: \$45

C. TRAFFIC VIOLATIONS

State of New Mexico laws governing the movement of motor vehicles and bicycles are in effect on all CNM campuses. Any observed violation of the New Mexico traffic code will be reported to the Albuquerque Police Department for enforcement.

Vehicles may not be driven against the designated isle direction or traffic flow in CNM parking lots. All vehicles, bicycles, pedestrians and non-pedestrian devices must obey the lawful direction of a CNM security officer or authorized parking enforcement officer.

1. *Maximum Speed Limit:* The posted maximum speed limit on all CNM campuses is 10 mph.
2. *Reporting Accidents:* All accidents occurring on CNM property and involving motor vehicles and/or bicycles must be reported immediately to the Security Department. The emergency dispatch number is (505) 224-3001.
3. *Pedestrians:* Within a crosswalk, pedestrians have the right of way at all times.

D. SANCTIONS

Administrative and disciplinary sanctions which may be imposed upon CNM students and employees include, but are not limited to (1) total withdrawal or temporary suspension of campus parking privileges and/or (2) oral and written reprimand and other progressive discipline, as indicated.

1. *Habitual and Flagrant Violations:* Any employee or student who is referred by the Parking Services Review Committee to the Dean of Students, other instructional dean, department head or department directors for administrative or disciplinary sanctions may appeal that recommendation by the following procedures set forth in the CNM Catalog and Student or Employee handbooks.

- **Students:** The names of students who habitually disregard the CNM parking and traffic regulations will be sent to the Dean of Students for disciplinary action. The

Dean of Students has full discretion as to the degree and type of disciplinary action to be used.

- CNM Employees: The names of employees who habitually or flagrantly disregard the CNM parking and traffic regulations will be sent to the appropriate supervisor/dean, department head or director for disciplinary action.
- Members of the General Public: Members of the general public who habitually or flagrantly disregard the CNM parking and traffic regulations shall have their vehicles impounded and be responsible for all citations and impound fee.

PAYMENT OF CITATION/IMPOUND FEES, APPEALS PROCESS AND REVIEW

A. PAYMENT SCHEDULE

All fines associated with violations to this policy must be paid to CNM Parking Services. Payment(s) must be made online at cnm.edu/parking. Other forms of payment can be made at the Cashier's Office, CNM Student Services Center, Monday through Friday, 8 a.m. to 5 p.m.

Citations must be paid in full or appealed within seven (7) calendar days of issuance. Failure to pay or appeal within seven (7) calendar days will result in an administration hold on your CNM account. **Impound/boot fees and all associated citation fees must be paid in full prior to requesting that a vehicle be released or payment arrangements made with the Cashier's Office.**

Appeals not received by 5 p.m. on the seventh calendar day of will result in the **FORFEITURE** of the right to appeal the citation. Three or more unpaid or non-appealed citations may result in the impoundment of the vehicle.

B. APPEALS PROCESS AND REVIEW

1. *Parking Services Committee: Authority*

Under the authority of the Governing Board of Central New Mexico Community College and in accordance with this Parking and Traffic Policy and Procedures, the Parking Services Committee is hereby formed and is responsible for reviewing student and employee parking

issues and hearing citation appeals. The committee's goal is to strive for the fair and equitable adjudication of claims made by appellants.

2. Parking Services Committee: Composition

The panel is interdisciplinary and represents a broad spectrum of CNM from all major divisions and the student government body. Membership shall include a chair which will be a Parking Services staff member. The chair has no voting rights and the position is for procedural purposes only.

3. Parking Services Committee: Meetings

- Quorum: A minimum of three members must be present to review appeals and render a decision. The chairperson should attend all meetings; however, the chairperson's presence is not required for the committee to review appeals and render decisions. A ruling from the committee will require a simple majority. In the event the full Committee is unable to meet, the following protocol shall be followed for appeals:
 - Online First Level Review is by the Director or Designated Representative of the Department of Parking and Fleet Services.
- 1. The recipient of a citation must appeal the citation to the Director or His/her designee online at cnm.edu/parking.
- 2. When an appeal is accepted, either in whole or in part, the Director or His/her designee has the authority to void or otherwise edit citations.
- 3. If the decision of the Director or the designated representative of the Department of Parking and Fleet Services is unacceptable to the citation recipient, an Administrative (Second Level) Review may be requested.
- Meeting Dates: The Parking Services Committee meets bi-weekly during semester terms. Meeting places will be determined by the chairperson, per annum semester.
- Case Load Management: Cases will be heard on a first-in, first-out basis according to the date and time an appeal is filed. Cases will be reviewed in an expedient manner; however, the committee is allowed up to 45 calendar days to render a decision on an appeal.

4. *The Appeals Process*

The following appeals process is established for the expedient and fair review of appeals filed by students and staff cited for parking and traffic violations at CNM. **Fire lane violations, Tow fees and Boot fees are not open for appeal.**

- A person who receives a parking citation must appeal the citation online at cnm.edu/parking. Parking Services must receive appeals within seven (7) calendar days of the issuance of the citation and no later than 5 p.m. on the seventh calendar day. Appeals not received in this manner will result in forfeiture of the right to appeal, and all fines will be imposed.
- All appeals are to be submitted online and are reviewed by the Parking Committee in accordance with its weekly review. Appellants are **not permitted to be** at committee reviews. The citation appeal is an administrative review, not a judicial hearing. Results of the committee's review will be sent to the appellant in writing immediately after a decision is rendered.

5. *Decision in Favor of Appellant:* If the appeal is decided in favor of the appellant, the matter is closed and the fines are canceled. Multiple citations are reviewed individually and decided on their own merits.

6. *Decision Against the Appellant:* If the decision of the committee is against the appellant's argument, the fine(s) remain outstanding and must be paid.

- Request for an Administrative (Second Level) Review
 - The recipient of a citation may appeal the outcome of the first appeal in a second level, Administrative Review process overseen by the Director of Parking and Fleet Services or his or her designee.
 - When an Administrative Review appeal is accepted, either in whole or in part, the Director of Parking and Fleet Services and his or her designee have the authority to void or edit citation.
- If the Committee's decision is upheld the fine(s) remain outstanding and must be paid.
- If the Committee's decision is overturned the fine(s) are canceled.

MISCELLANEOUS INFORMATION

SPECIAL EVENT PARKING

Special event parking and reserved parking requests are available only through Parking Services. Upcoming campus events, special meetings, conferences or seminars will be accommodated on a first come first serve basis. CNM departments hosting visitors or special functions are responsible for transmitting parking information needs to the parking supervisor. Reservation of 20 spaces or fewer requires five (5) CNM business-days' notice. Reservation of more than 20 spaces requires a minimum of ten (10) CNM business-days' notice; however, thirty (30) CNM business-days' notice is preferred and appreciated. All requests must via e-mail to parkserv@cnm.edu.

SPECIAL PARKING PERMIT USAGE POLICY AND PROCESS

What is a Special Parking Permit (SPP)?

Special Parking Permits (SPP) allow CNM departments or schools parking privileges on all CNM Main campus valid lots and spaces. "Parking by Special Permit" spaces are located throughout the CNM Main campus. The SPPs must be handled with extreme care and adherence to all CNM parking regulations.

SPPs not allowed at the following spaces:

The Special Parking Permit cannot be used to park in meters, Official CNM Parking spaces, handicap parking spaces, fire lanes, loading zones and any and all parking spaces identified as invalid to park.

Who can purchase and use a SPP?

CNM Departments and schools can purchase a SPP for their department use. The SPP cannot be given to other departments or schools without the approval and authority from Parking Services. SPPs are not to be used in lieu of personal vehicle paid lot permits for staff and faculty. Improper usage of the permit will result in revocation of the permit and possibly citations issued if parked in invalid spaces.

Permits lost or destroyed need to be immediately reported to Parking Services. New permits will be issued at the pro-rated amount. The SPP is only valid for one fiscal year (July 1/June 30) and must be returned to Parking Services upon expiration date.

Special Parking Permit Utilization Log

Departments/Schools will need to complete a utilization log for each SSP they have purchased. Each employee will sign the log (check out/in) when they use their department's SPP.

How much does a SPP cost?

Parking Services will provide one Special Parking Permit free of charge upon request (request must be approved by the department head). Special accommodations may be considered. Any additional Special Parking Permits are \$150.00 each per fiscal year. Permits purchased after the fiscal year begins, will be prorated at \$12.50 per month.

Process to Purchase a Special Parking Permit(s)

1. Approved Department/School director or coordinator must email a request to purchase a Special Parking Permit to the Parking Director at parkserv@cnm.edu.
2. The following forms submitted (emailed or dropped off) to Parking Services after approval is received from Parking Director:
 - a. Special Parking Permit Usage Agreement
 - b. Departmental Special Parking Permits purchase form
3. Pick up the following from the Parking Director:
 - a. Special Parking Permit(s)

- b. Special Parking Permit Utilization Log
4. Submit the expired SPP and completed SSP Utilization Log to the Parking Director at the end of the fiscal year.
5. Request to purchase a new SPP for new fiscal year.

ALTERNATIVE TRANSPORTATION

CNM parking facilities are extremely limited. CNM encourages all members of the campus community to consider alternative transportation to campus. Some suggestions include:

1. *Public Transit:* Bus service is available to all five CNM campus locations. ABQ Ride bus schedules and information about related services are available at the Student Services Center information desk.
2. *Bicycles:* Bicycle racks are located at various locations at all CNM campus locations. The Security Department strongly encourages the use of anti-theft devices when parking your bike on campus. Bicycles can only be parked and secured to designated bicycle rack. Bicycles secured at any other locations can be confiscated due to safety risks by the Security Department. Replacement of any security device will be at the cost of the owner. Bicycles can be registered on line at cnm.edu/parking.

EVENING STUDENTS AND EMPLOYEES

It is recommended that CNM employees and students using campus facilities in the evening park in well-lit areas and avoid walking alone and in isolated areas of the campus. The Security Department provides an escort service in the evenings. **Employees and students and staff may request an escort by calling Security Dispatch at (505) 224-3002.**

SKATES, SKATEBOARDS AND ROLLERBLADES

The use of skates, skateboards and rollerblades in buildings, interior campus sidewalk areas, parking lots and loading dock areas is prohibited. Persons using such equipment must limit the use of non-pedestrian devices to public access ways only.

MOTORIST ASSISTANCE PROGRAM

The Security Department may provide motorist assistance to anyone parking at CNM as a courtesy.

A security officer may provide the following when requested, dependent on availability:

- Jump starting a vehicle (two attempts)
- Unlocking a car door (power lock doors may be refused and vehicles with side air bags will not be attempted)

Motorists will be required to sign a service disclaimer before any service will be rendered. Assistance may be requested by calling Security Dispatch at (505) 224-3002.

GLOSSARY

Abandoned Vehicle: any motor vehicle or non-pedestrian device, or parts thereof, that remains unclaimed for 72 hours.

Academic Year: the school year beginning the fall trimester of one calendar year until the end of the summer trimester of the next calendar year.

Bicycle: any non-motorized vehicle supported by one, two or three wheels and propelled by human power through the use of a chain-driven sprocket system and pedals.

Bicycle Parking Area: any specifically designed location identified by bicycle blocks, racks or signage for the purpose of parking and/or securing bicycles.

Boot: a device placed on a vehicle's wheel (tire) to immobilize the vehicle due to multiple unpaid parking citations or other violations as prescribed in this policy.

Business Day: all days that CNM is open for business. This excludes official CNM holiday closures and Saturdays and Sundays. While classes may be in session during the weekend, CNM business is normally conducted Monday through Friday, 8 a.m. to 5 p.m.

Carpool: an arrangement whereby two or more commuters travel together in one car and share costs.

Citation: a written or printed notice from CNM Parking Services stating that a violation against a stipulated parking rule or regulation has occurred, a fine has been levied against the operator of the vehicle, and payment is required within a specific time.

Contractor: any person performing work for CNM under contract arrangement, excluding faculty arrangements.

Crosshatch: an area that has been marked with stripes denoting a no-parking area, disabled (handicap) access, disabled handicap van access, a fire lane area or a turn-around zone.

Crosswalk: areas at intersections designated for pedestrian crossings.

Curb Markings: color-coded regulatory designations. Yellow curbs designate load/unload zones. Red curbs indicate fire lane and no parking areas. Green curbs indicate service areas. Unmarked curbs may be marked with parking restrictions.

Employee: any person employed by CNM, either full time or part time. This includes faculty and staff designations.

General Parking: permit parking areas that require the registration of a vehicle and issuance of a General Parking Permit to park at CNM and be in compliance with this policy.

Government Vehicle: for the purpose of this policy, a CNM fleet vehicle bearing license plates designating affiliation with the State of New Mexico.

Handicap Parking: designated parking spaces that comply with the Federal American with Disabilities Act (ADA) regarding number of spaces, the design and access of spaces for handicapped persons with cars and vans, and related enforcement requirements.

Holiday: applies to official CNM holidays (such as Christmas Day) and not academic recess periods such as term breaks.

Impoundment: the removal of a vehicle by towing or the immobilization of a vehicle by booting for a violation of the rules or regulations of this policy.

Landscaping: grass, gravel, islands, trees, shrubs, sand, flower beds and dirt areas that are not designated driveways, load zones or parking areas.

Legal Parking Space: a space designated by two white or yellow parallel stall lines in a paved parking area or a space designated by a parking bumper block in non-paved lots. The vehicle

must be parked within the stall lines in the paved areas and perpendicular to the bumper block in non-paved areas.

Load/Unload Areas (Zones): areas designated for loading and unloading heavy, bulky or voluminous material. Use is limited to 20 minutes.

Metered Spaces: parking spaces that require interval payment by coin from 7:30 a.m. to 4:30 p.m., Monday through Friday.

Moped/Motorcycle/Motorbike: a two- or three-wheeled motor vehicle with a rider seat or saddle.

Motor Vehicle: any motorized mode of transportation by which a person or property may be transported. The definition includes automobiles, mopeds, motorcycles, motor scooters, motorbikes, trucks, small carts, etc. Motorized wheel chairs are excluded.

No Parking Zone: any area or space not defined as a legal parking space. The areas may or may not be designated by signs or red markings. Vehicles must park ONLY in designated legal parking spaces.

Non-Pedestrian Device: a non-motorized mode of transportation, including bicycles, tricycles, unicycles, skateboards, roller skates, roller blades and equine animals.

Operator: any person who operates, rides, drives or has physical control of a motor vehicle or non-pedestrian device on campus.

Park/Parking: the placement or standing of a vehicle, with or without a driver in attendance and with or without the engine running.

Parking Control Device: any object, barricade, gate, cone, device or reserve parking sign used to prohibit or restrict access to certain parking areas.

Parking Permit: a polyethylene hangtag or window decal issued by CNM authorizing the bearer parking privileges in a designated area.

Registrant: a person who has registered a vehicle or vehicles with CNM and who has received a permit for the permit holder's vehicle(s).

Reserved Lot: parking lot that requires valid reserved parking permit.

Restricted Space: parking spaces or areas reserved for specific purposes at all times that include, but may not be limited to: parking for the disabled (handicapped), parking spaces, loading/unloading areas, fire lanes, passenger pick-up zones, official parking spaces, no parking areas, etc.

Rider: any operator or passenger of a motor vehicle or non-pedestrian device.

Roller Skates/Roller Blades: in-tandem or in-line wheels attached to shoe-like devices worn on the feet for the purpose of movement by surface traction and leg motion.

Service Areas: parking areas designated for the use of CNM vehicles, utility company vehicles and/or contractors whose operators are providing services to the Institute College.

Special Event Parking: the blocking off or reserving all or portions of campus parking facilities for special events, as dictated by CNM needs.

Speed Limit: for the purpose of this policy, the speed limit on CNM property is 10 mph.

Stall Line: the surface striping used to designate a legal parking space. Stall lines take precedence over bumper blocks if the bumper blocks are not uniformly lined up.

Student: any person enrolled in any class at CNM.

Time Zone: any parking area regulated by a time restriction.

Vehicle: any and all motorized or non-pedestrian devices that are modes of transportation, including, but not limited to, cars, trucks, motorcycles, motorbikes, mopeds, bicycles, skateboards, roller skate devices, scooters, all-terrain vehicles, etc.

Vendor: any person coming to CNM to perform a service requested by an institutional organizational unit.

Visitor: any person other than CNM students, faculty or staff who visits the campus for the purpose of conducting legitimate business.