

CAMPUS CODES

The Campus Safety Code (CSC) is the parking and safety regulation handbook for The Master's University (TMU). The department of Campus Safety (CSD) reserves the right to revise, supplement, or rescind any portion of the CSC as it deems appropriate. The most up to date edition of the CSC is on our web page.

MISSION STATEMENT

The mission of the CSD is to serve and protect the people and property of TMU.

CSD is committed to serve and protect with:

- Professionalism: We commit to excel as a capable and skilled campus safety team.
- Customer Service: We commit to excel as a courteous and friendly campus safety team.
- Effectiveness: We commit to excel as a competent and efficient campus safety team.

CAMPUS SAFETY CONTACTS

- Emergency: 911, additionally call CSD to begin a campus first response
 - Guard Shack: 661-362-2500
 - Supervisor Cell: 661-713-7561 (do not text for emergencies – always call!)
- Guard Shack: Located at the entrance to the residence halls in the main parking lot, open 24/7/365.
- Business Office: Located on North Campus in the parking lot beside the business department, but only staffed during business hours.
- Senior Leadership
 - Director, C. Powell: 661-362-2208, cpowell@masters.edu
 - Lieutenant, B. Kortcamp: 661-362-2687, bkortcamp@masters.edu
- Official Email: campussafety@masters.edu (checked during business hours)
- Official web Page: <http://www.masters.edu/campussafety>
- Official Twitter: <https://twitter.com/TMUCampusSafety>

SHERIFF, FIRE, MEDICAL CONTACTS

- Los Angeles County Sheriff's Department (LASD) and Los Angeles County Fire Department (LACFD).
- Emergency: 911, additionally call CSD to begin a campus first response
- Hospital ER: Henry Mayo Hospital, 23845 McBean Parkway Valencia, CA 91355 (661) 253-8000
- LASD: 911, for non-emergencies dial (661) 255-1121. The Santa Clarita Sheriff's station is located 3.5 miles from campus at 23740 Magic Mountain Parkway
- LACFD: 911, for non-emergencies dial (661) 259-2111 (fire dispatch). Station #73 is located 1 mile from campus at 24875 Railroad Avenue.

GENERAL RESPONSIBILITY

- **Driving/Parking Privileges:** CSD may suspend or revoke the privilege to operate and/or park or store a motor vehicle, or operate and/or park or store a personal form of motorized or non-motorized transportation for violations of the CSC.
- **General Responsibility:** Please drive with due care for the safety of pedestrians and other motorists and educate guests on the applicable rules. Operation of a motor vehicle on campus should be in general accord with safe operation of vehicles as explained in the California Vehicle Code (CVC).
- **Park at own risk:** TMU is not responsible for damages to a motor vehicle due to accident, criminal action, sporting event, or natural disaster.
- **Parking Permits:** All student and employee vehicles brought to campus require a parking permit. Parking permits are obtained by going online to the parking permit link on Self-Service. New parking permits must be obtained on an annual basis and are valid from August 01 through July 31. Guests do not require permits and may park in the visitor or unmarked spaces.
- **Tickets/Citations:** Any violation of CSC policies may result in the standard fine of \$25.00. Students accumulating 3 or more offenses of the same violation in one academic school year will receive double the fine listed for that violation. All fines must be paid promptly online within 21 days, or will incur a \$10.00 late fee and be billed to your student account.

SAFETY INFORMATION

- **Active Shooter Survival Training Video:** Students and employees are strongly encouraged to view the video presentation from LASD on preparing for an active shooter, located at www.masters.edu/campussafety. CSD will host free periodic “run, hide, fight” outreach programs for the students and employees and you are encouraged to attend at least one annually to stay updated with our latest training. In addition to sending emergency text messages to alert you to lockdown during this type of emergency, each exterior door of buildings on campus has been equipped with special locking mechanisms that allow anyone to lock these doors from the inside without a personal key. Please take the time to familiarize yourself with those locking mechanisms.
- **After Hours Building Access:** After business hours, administrative buildings and empty classrooms are locked and no longer open to the campus community without special permission. CSO patrol inside the campus buildings routinely after regular business hours and students unaccompanied by faculty or staff may be briefly questioned, identified, and have access privileges checked. In order to be unaccompanied in administrative buildings after hours students must be added to the building access list and/or have reservations on the Assure Calendar, which is done by each department.



- **Clery Act Compliance:** The Master's University Annual Crime and Fire Safety report is published annually each October and contains security policies and crime statistics for the previous three years. To view a current annual crime and fire safety report and/or the Daily Crime Log, please navigate to the campus safety web page: www.masters.edu/campussafety.
- **Crosswalks:** When crossing the roadways, please use a designated crosswalk if one is provided. There is a four way stop intersection between the North academic campus and the athletic field. It is acceptable to cross diagonally at that location. At various times of the days, CSO may be positioned within the roadways directing traffic. Please pay careful attention to the hand motions and verbal commands and take responsibility for your own safety at all times.
- **Daily Crime Log:** The daily crime log is a record of all crimes reported to CSD on campus within the previous 60 days, and is published on our web page. This is a Clery requirement.
- **Drug and Alcohol Abuse Prevention Program (DAAP):** The DAAP and Biennial Review is prepared and distributed by the Office of Student Care in line with federal and state mandates. The reports contain information on the risks, prevention and clinical treatment of drug and alcohol abuse and mandatory disclosures of statistics. For more information, <http://www.masters.edu/heoa.html>.
- **Earthquake:** In the event of an earthquake, please get under a solid object and "duck, cover, and hold," until the shaking stops. Please do not run immediately outside after an earthquake, as injuries may occur from falling debris from buildings. Anticipate a potential aftershock after the earthquake. CSD and other campus partners train annually in disaster response and maintain certain emergency supplies to help provide for your safety following any natural disaster.
- **Fire Alarm:** When a fire alarm sounds you must immediately gather your belongings and leave using the nearest exit. As you leave pay attention to your surroundings and for unusual behavior (like someone loitering in the area). When a fire alarm activates you should never wait to see what others are doing but just gather your belongings and immediately exit out the nearest door. Ensure you gather with other students at the designated rally point for your building or dorm and remain outside the building until the alarm is reset. Do not assume it is a false alarm! Please remember to assist injured or handicapped persons at such times.
- **Golf Cart Safety Program:** If you are authorized as a student or staff member in your department to operate a utility cart on the property for business purposes you must participate in the campus safety golf cart training program. Please see your department manager for more information.
- **Guard Shack:** All vehicles coming onto campus at the guard shack without a parking permit will be required to stop and register.
- **Lost/Found Depository:** No person is obligated to take charge of a lost item, but if you do please take reasonable steps to inform the owner, if known, or bring it to a Campus Safety depository, depending on the potential value of the item as listed below:



- **Guard Shack Depository:** If the lost item is, state identification, cash, money of any type, debit/visa, jewelry, or electronics (computers, phones), you should bring it to the guard shack and Campus Safety will take reasonable steps to inform the owner, if known. Campus Safety may dispose of any items left in our custody after 90 days, but we do not return property to the finder.
- **MacArthur Lobby Depository:** If the lost item is an article of clothing, footwear, book or school supply, please do not bring it to Campus Safety but drop it off in the blue container located in the MacArthur center. This container may be checked before and after chapel by students or staff for lost items or anytime the lobby is open. Campus Ministries may dispose of any items left in this container after 90 days, but this is not “free” property. Taking items out of this depository that do not belong to you is theft.
- **Quigley Canyon Road/Walking:** TMU requests you use the inner sidewalk on the Athletic Field to walk the roadway between the library and North campus, but if it is not open or accessible due to an athletic event (gates closed), please walk on or along the dirt shoulder of the road (Athletic field side of road).
- **Resident Halls/South Ridgeline:** Students are welcome to walk the open area trails behind the dorm but are not encouraged to use that area after the hours of darkness. Students are prohibited from walking the campus, or ridgeline, after closed campus hours (midnight to dawn).
- **Security/Safety Technologies:** CSD respects the rights of faculty, staff, and students but reserves the right to conduct video surveillance of non-private areas on campus. Video monitoring is used to identify safety concerns affecting employees and students or customers, maintain quality control, detect theft and other misconduct, and discourage or prevent acts of harassment and workplace violence.
- **Steep Drive behind Guard Shack:** Due to the steep and busy drive directly behind the guard shack, pedestrians must use the sidewalk by Hotchkiss rather than walk down the drive. This section of the drive is slippery when wet.
- **Student/Employee Safety Handout:** All incoming students and employees are provided with a CSD Handout containing important information about security and our campus. To view a copy: www.masters.edu/campusafety
- **Student/Staff Escort:** Students or staff may request an escort between locations on campus but CSD does not offer off campus escorts.
- **Title IX Compliance:** Title IX is a federal law which prohibits all forms of discrimination on the basis of sex including sexual misconduct in programs and activities of the university. T34 C.F.R. Part 106 and its implementing regulation, “no person in the United States shall, on the basis of sex, be excluded from participation in, be denied the benefits of or be subjected to discrimination under any education program or activity receiving federal financial assistance.” For a current listing of all Title IX



Coordinator, Deputy Coordinators and the campus sexual misconduct policies, please go to:

www.masters.edu/title-ix

- **TMU ALERT:** In the event a significant emergency occurs or a timely warning is needed for the campus, text messages will be distributed by campus safety to communicate important instructions on how you should respond. To register for TMU Alert and receive emergency text messages please add or update your cell phone number at TMU self-service/my profile/phone numbers. This service is not used for routine communication and is tested annually. CSD uses twitter page @TMUCampusSafety for routine communication purposes.
- **Weapons Prohibited:** TMU prohibits students from bringing on campus any kind of weapons, explosives, fireworks, firearms, *stun guns*, *Tasers*, pellet guns, airsoft guns, paintball guns, and other objects or materials that the Deans' Office or CSD judges may be harmful to student safety.
Exceptions: CA legal pocket knives that are folded and fit in a purse or pocket (less than 2 ½ inches in blade length) are not generally prohibited, unless a student is irresponsible and/or displays it threateningly or uses it unlawfully. Students may carry key chain sized pepper spray (1/2 ounce or less) but will be held fully accountable for unlawful use or threatening display.
- **Wildfire:** TMU is blessed to be situated in a city served by the Los Angeles County Fire Department. Southern California is perpetually in drought conditions and wildfires are a hazard for our area. Any area fire may produce smoke that will fill the SCV valley and produce bad air quality, so those with medical conditions or asthma may wish to keep a surgical mask and wear it when air quality is at its worst. Please report any unusual smoke and/or smell of smoke to CSD and we will investigate the source and alert the campus with additional instructions if it is an actual emergency.

STUDENT PARKING PERMITS

- **Annual Permit:** Each individual students who regularly brings a vehicle to campus must purchase an initial annual parking permit. The permit will be mailed via U.S. Mail and you should print and display the free temporary permit made available while you wait for your annual permit. The permit is valid from August 01 through July 31. The cost of the annual permit varies between programs, but traditional undergraduate students pay an annual fee of \$100.00 and all other academic programs pay an annual fee of \$50.00. There is no pro-ratio available.
- **Additional & Replacement:** Additional or replacement annual permits are available for purchase at a reduced cost of \$25.00. Students who change their resident status, either by moving onto or off campus during the school year, must purchase a new annual permit to reflect their changed resident status.
 - **Note:** Off campus students who alternate between vehicles do not need to purchase an additional permit as the annual permit can be exchanged between registered vehicles, but if a sibling is also attending and both are bringing vehicles to campus at the same time- each must register separately and purchase permits under their own name.



- **Display Required:** All students who bring a vehicle to campus are required to display a valid issued annual parking permit or a short term permit or E-TEMP.
 - **Resident Display:** Resident annual permits are stickers with a peel off backing. Once peeled off the back of the sticker, it must be affixed directly to the lower left (inside) corner of your windshield. The permit must be fully visible, unobstructed by window tint, debris, and if removed will no longer retain its ability to stick to the windshield.
 - **Off Campus Display:** Off Campus annual permits are hang style placards that must be hung from your rear view mirror, front facing forward.
- **E-TEMP/Short Term Permits:** Students who occasionally bring a car to campus without an annual permit for valid display must purchase a short term permit or E-TEMP. Once the E-TEMP is purchased, it must be printed and displayed on the driver's side of your dashboard in such a way that all information printed on it is visible. You have three options when purchasing an E-TEMP, with the following costs: \$3.00 for 3 days, \$7.00 for 7 days, or \$14.00 for 14 days. You may purchase unlimited E-TEMPS throughout the school year for personal use, max 14 days for each short term permit.
- **Exchange/Transfer of Permits:** The resident student parking sticker is non-transferable and may not be exchanged between different vehicles owned or used by the student or loaned to other students. The off campus student placard is transferable and may be exchanged between multiple vehicles owned or used by the student, provided the student registers those vehicles on their account. E-TEMPS are non-transferable.
- **Injury Permits:** Injury permits are temporary permits that enable a resident student authorization to park on lower campus like a commuter in unmarked spaces due to illness or injury for a specified period of time. Because you will need to discuss your medical history to obtain this pass, CSD does not issue it. Students must see the campus nurse to obtain this permit or the athletic trainer (student athletes only). Once issued, the permit is to be displayed on the dashboard so that all the pertinent information is clearly visible to officers. The pass may not be loaned to other students but may be used in any vehicle you occupy with a valid parking permit.
 - **Note:** The injury pass is not an annual parking permit or E-TEMP. You, or the vehicle you ride in, must have one of our valid campus parking permits. Display of an injury pass without a purchased permit will result in a citation to the registered owner for failure to display.
- **Motorcycle Permit:** Students who bring a motorcycle to campus must purchase an annual parking permit or E-TEMP, and the permit must be displayed and visible behind the windshield of your motorcycle when you park on campus. Please be prepared to stop and identify yourself each time you pass the guard shack if you do not visibly display a parking permit.

EMPLOYEE PARKING PERMITS

- **Annual Permit:** Employees must register all vehicles regularly brought to campus online and will be mailed one complimentary hang style annual placard via U.S. Mail. The employee placard is transferable and may be exchanged between multiple vehicles owned or used by the employee, provided the employee registers those vehicles on their account. The employee parking permit may NOT be used by students or student dependents. Students must purchase their own permits. The permit is valid from August 01 through July 31.
- **Additional/Replacement Annual Permit:** Additional or replacement employee parking permits are available for the reduced cost of \$10.00, online.
- **Display Requirement:** All vehicles employees bring to campus must display a valid parking permit. The hang style placard should be hung from the rear view mirror, front facing out, anytime the vehicle is parked on campus.

GUEST PARKING PERMITS

- **Display Requirement:** Guests are not currently required to obtain or display parking permits. Under certain circumstances, vendors and/or other contract workers may be required to obtain a temporary parking permit and display that on campus. Departments should check with the Campus Safety office for additional information.

VIOLATIONS

- 01 **Abandoned Vehicle:** If you leave a vehicle on campus without following the policies for vehicle storage procedures and signing the waiver, CSD may cite the vehicle and have it towed at owner's expense.
- 02 **Alcohol/Drug Offenses:** Students possessing or storing illegal drugs or alcohol on the property will be cited and may be subject to criminal charges.
- 03 **Athlete Parking:** Student athletes who live off campus and go on overnight trips during the business week may not leave vehicles parked in the athletic field parking lot, unless removed by 0800. Please park on the North Academic campus. There is no allowance made for resident students to park on lower campus or side streets during regular business hours for practice or games, Mon-Fri 8AM-5PM.
- 04 **Automotive Work /Car Wash:** Motor vehicle maintenance and washing is not permitted but some exceptions are made for operations personnel in designated areas. There are a number of car washes within a few miles of the campus for students to use.
- 05 **Bicycle Storage:** You cannot leave your bicycle on campus for the summer break. It will be considered abandoned property irrespective of value, and it will be donated to charity or destroyed.



- 06 **Bicycle Violations:** Bicyclists must ride with due care for pedestrians and other motorists, and if on area streets must comply with all laws. Helmets are strongly encouraged. Bicyclists who ride on campus sidewalks must ride slowly or use the roadway. To avoid theft students are encouraged to purchase U-locks that attach to your frame and the bicycle rack. Do not leave your bicycle on a staircase, a fire escape and/or parked as to obstruct the free flow of pedestrians or motorists.
- 07 **Building Access:** Students inside buildings not open to the general public without proper authorization may be fined and immediately asked to leave.
- 08 **Bus/RV Parking:** Tour buses or RV's visiting campus for the day should be directed to park on the north academic campus near the TMU buses and may not stay overnight without CSD permission. Guests desiring to stay overnight in RV's need to email the Director for special permission (see vehicle storage policies).
- 09 **California Vehicle Codes:** TMU is private property but we require students to generally adhere to the CVC in regards to licensing, rules of the road and insurance.
- 10 **Campus Speed Limit:** The campus wide speed limit is 10 mph, *but only 5 mph past the guard shack.*
- 11 **Chapel Overflow Parking:** Parking overflow for the MacArthur center for chapel or other special events is the North campus parking lot, not Mead-view Avenue or other side streets.
- 12 **Closed Campus/Late Arrivals violations:** At midnight the campus is closed until dawn and students driving up to the dorms will be stopped and everyone in the vehicle must produce a valid student ID. CSD does not prohibit students from coming and going from campus overnight but students are not permitted to loiter in vehicles, parking lots, vehicles, and/or generally walk the property after closed campus. All drop offs after closed campus must be done in the main parking lot and you must briefly walk over to the guard shack to show your student ID before walking up to the dorms.
- 13 **Designated Spaces:** Spaces designated for a specific person, group, or office may only be parked in by those with those designations.
- 14 **Disabled Parking Violations:** Parking by blue painted curbs or in spaces marked for handicap or disabled persons is only for those issued a DMV placard from their home state. Students with injury pass may not park in the handicap spaces. Do not load/unload in handicap spaces. Vehicles left in handicap spaces may be cited and immediately towed without additional notice at owner's expense.
- 15 **Dixon/Sweazy Fire Lane:** Do not park and leave your vehicle unattended in the fire lanes directly between Dixon/Sweazy on the N. Side.
- 16 **Double Parking/ Parking Obstruction:** Do not double park or stop as to obstruct other motorists.
- 17 **Drones or Unmanned Aircraft System (UAS):** All recreational and commercial use of drones and UAS on the property is prohibited, except when approved by the Office of the Chief Operating Officer for marketing purposes.



- 18 **Emergency Exit Door Violations:** The end doors of the dorm wings are for emergency exit only (like fire alarm activations) and students who use these doors for personal use will activate an alarm.
- 19 **Failure to Display:** Students must display a valid issued parking permit from CSD.
- 20 **Failure to obey officer:** Failure to follow the instructions (or crosswalk signals) of an officer who is discharging his or her official duties.
- 21 **Failure to obey traffic control device:** Failure to come to a complete stop for posted stop signs, crossing posted safety tape, parking in coned off spaces without authorization from CSD.
- 22 **Failure to return key:** If your access gives you authorization to request a key from the guard shack, you will be asked to show your ID and/or must return that key promptly when you are finished. If you keep it overnight you will be cited. If the key is lost, charges will be assessed for making new keys and any lock changes.
- 23 **Finals Week:** Normal parking rules apply unless CSD communicates an exceptions.
- 24 **Fire Code Violations:** You are prohibited from storing any items in the outer stair wells of the resident halls or in any way that may block or hinder ingress or egress from fire exits in buildings or stairwells. The doors to dorm wings must not be propped as this creates a wind tunnel effect during a potential fire.
- 25 **Fire Lane:** Do not leave your vehicle parked and unattended in red curbs/fire lanes. Vehicles left in fire lanes may be cited and towed without additional notice at owner's expense.
- 26 **Fix-it Ticket:** A ticket issued by CSD for violations of the CSC. A fix-it ticket allows 72 hours to correct the issue before the citation is entered and a fine is applied to your account. Fix-it tickets are not used for the majority of permit and CSC violations.
- 27 **Headlights Required:** After dusk and before dawn motorists must use headlights.
- 28 **HH- Pool Area:** There is a hashed, no parking zone, directly between the Hotchkiss dorm and swimming pool. This is not a parking spot and unattended parked vehicles are cited.
- 29 **HH- RAMP:** Motorists who leave vehicles parked at the bottom of the Hotchkiss dorm ramp, which is the driveway leading up to the Slight lot, obstruct traffic moving in and out of the parking lots and are cited.
- 30 **Holidays/No Class:** Normal parking rules apply unless CSD communicates exceptions.
- 31 **Horse Trail:** The dirt drive leading up toward Smith dorm between PBC and the DCP buildings is not for motorized vehicles, but is a horse and pedestrian trail.
- 32 **IBEX Students:** Students attending IBEX who want permission to store a vehicle on campus must follow the storage policies, sign the waiver form, and leave a key. IBEX students must also purchase an annual permit when storing a vehicle on campus. Failure to follow the proper storage policies and/or obtain a parking permit will result in a fine in the amount of the student's annual permit fee.



- 33 **Improper Display:** Any use of a parking permit that is not authorized by CSD. This includes situations where resident students remove a sticker and place it on a different vehicle, or off campus students using a placard on a personal vehicle that is not registered online under their account. Loaning your permit for use by another student or selling it is permit tampering.
- 34 **Inoperative Vehicles:** If you have an inoperative vehicle you must make arrangements to have it removed and it should not remain on campus beyond the end of the academic school year. You may not have an inoperative vehicle on campus and an additional motor vehicle parked on campus without special permission from the Director's office. Arrangements must be made to have the inoperative vehicle removed in a reasonable time frame and both vehicles must display proper valid permits.
- 35 **Motorcycle Helmet:** Driver and passenger must wear a lawful helmet when riding a motorcycle.
- 36 **Motorcycle Parking Violations:** There are a few designated areas on West campus for motorcycles to park, but you are not obligated to park in those areas. When parking on lower campus, please use a traditional parking space not a red curbed fire lane or on a sidewalk.
- 37 **Moving Cones / Safety Devices:** Do not move any cone or safety device without CSD authorization.
- 38 **No Parking Areas:** Any area where a student parks that is not marked with traditional parking spaces is a no parking area, and minimally includes dirt parking, grass, off road, street parking, etc.
- 39 **Obstructing Traffic:** Vehicles obstructing fire lanes or are obstructing other motorists from freely moving to and through parking lots and campus driveways may be cited and towed without additional notice at owner's expense.
- 40 **Off-Campus Student Parking:** Off campus students may only park in the unmarked campus parking spaces during regular business hours (8 AM – 5 PM). After hours you may park in staff but not spaces designated for specific persons or visitor spaces.
- 41 **Off Road:** There is no "off-road" motor vehicle operation on or around the campus. Do not drive beside or behind the dorms along the South hills or in the wash.
- 42 **Operations Personnel Parking:** CSD and TMU operations staff at times must park contrary to listed parking rules to accomplish business purposes. Unless absolutely necessary, staff should not park in handicap spaces, restricted parking, or fire lanes.
- 43 **Other Transportation Devices:** The use of electric or electronic hover boards, swag ways, IO Hawks, Skywalkers, and similar self-propelled or self-balancing types of motorized devices, electric scooters or style boards are prohibited and may not be ridden anywhere on campus. Hover boards and similar self-balancing boards in particular must not be stored, plugged in, or charged in any of the campus housing or campus buildings due to the potential fire hazards outlined by the National Fire Protection Association (NFPA). Hover boards found in campus housing facilities or campus buildings are subject to confiscation due to the extreme nature of the fire hazard.



- 44 **Overloading:** Students may not transport more persons in a motor vehicle than is safe or seatbelts legally accommodate. You will be stopped and asked to unload the vehicle.
- 45 **Painted Curbs:** Red curbs represent a fire lane. Blue curbs represent disabled parking. Yellow curbs represent timed parking for commercial purposes (20 minutes).
- 46 **Parking Space:** You may only park between the two white lines of a single parking space and must fit within that space. Some spaces are compact and not designed for over-sized pick-up trucks and SUV's.
- 47 **Permit Tampering:** In situations where students loan a parking permit for use on a vehicle that is not registered or owned by the account holder, both the borrower and lender of the placard are subject to citation for permit tampering. This also applies in situations where students change the expiration dates of passes or manufacture counterfeit permits.
- 48 **Placerita Bible Church:** Do not park a vehicle in the PBC lot after hours or overnight.
- 49 **Prohibited Weapons:** Students possessing or storing on the property any prohibited weapons may be cited.
- 50 **Quigley Canyon Road (Street Parking):** The dirt area between North campus and the library is used by pedestrians and is not an overflow area to park in.
- 51 **Registered Owner Responsibility:** The registered owner in our system may be ticketed for any violation relative to his or her registered vehicle.
- 52 **Requirement for Driver's License:** Motor vehicles may only be operated with a valid driver's license that matches the vehicle classification. Do not loan your vehicle to unlicensed persons.
- 53 **Requirement for Registration/Insurance:** Those operating motor vehicles in California must maintain valid state registration and insurance coverage.
- 54 **Resident Director Spaces:** RDs have designated spaces. Do not park there without permission.
- 55 **Resident Student Parking Restriction:** Resident housing students are prohibited from parking on lower campus, Mon-Fri, 8:00 A.M. to 5:00 P.M (business hours). After hours you may park in staff but not spaces designated for specific persons or visitor spaces.
- *Work/Class Conflicts:* You must arrange work schedules that correspond to where you need to park on campus and the time it takes to get to/from work and class.
 - *House Sitting/Coming from Home:* There is no exemption for students who live locally and go home rather than sleep in their dorm room. If you are house sitting and have a resident sticker, you must still park on upper campus.
 - *Emergencies/Urgent Situations:* Contact the on duty guard, but picking up a meal, getting to/from class to work, or not arranging appointments around your parking situation is not an exigency and can be avoided by planning ahead. If you are injured or seriously ill, see the nurse or trainer (student athletes) for a temporary injury pass.



- 56 **Seat Belts:** Students are required to use a seat belt when driving or riding in a motor vehicle on campus.
- 57 **Second Vehicle Restriction:** Students may not keep more than one vehicle on campus at one time due to space limitations. Resident Students are not allowed to have a motorcycle and a motor vehicle on campus at the same time due to parking restrictions. If your vehicle breaks down you must remove it, rather than simply park it and keep another on campus. Please email the Director with any questions.
- 58 **Signs / Pavement markings / Painted curbs / Cones or Safety Devices:** Obey all posted signs, pavement paint, painted curbs, and cones, traffic control and other safety devices and caution tape
- 59 **Skateboards, Long Boards, Scooters, Skates and other similar forms of transportation:** Skateboards, scooter, roller skates, and other similar forms of transportation are completely prohibited on West campus between the guard shack and top of the dorm parking lots. We also prohibit use of these devices on area roadways or lower campus parking lots. You may use them with care on the lower campus sidewalks but must pick up your board or scooter when crossing a parking lot or the street and not use them on campus for tricks or other similar types of riding.
- 60 **Smith- FIRE LANE:** The Smith fire lane is not a place where a vehicle may be parked and left unattended.
- 61 **Staff/Reserved Spaces:** The parking spaces marked “reserved” or “staff” are designated for TMU faculty or staff between Mon-Fri, 8:00 AM – 5:00 PM.
- 62 **Standing vehicle violations:** If you are temporarily stopping and standing your vehicle in an area normally restricted, CSD will not cite you unless you leave the car unattended or are in a handicap space.
- 63 **Street Parking Prohibited:** Students that park on any street around the campus will be cited for no parking. Use an alternate lot rather than parking on the street.
- 64 **Sound Amplification Devices:** Sound amplification must not be heard outside your vehicle from 50 feet away. This is a public nuisance.
- 65 **Special Event Parking Restrictions:** Normal after-hours student parking is occasionally restricted for special events. CSD will post signs and communicate these changes when a special event changes our normal parking rules.
- 66 **Speeding/Reckless Driving:** Do not “peel out” on campus or otherwise drive at an unsafe speed. Reckless driving or conduct of any kind is strictly prohibited.
- 67 **Tampering with life and safety equipment:** You are prohibited from removing fire extinguishers and/or personally interfering with the fire safety equipment (fire extinguishers, emergency exit alarms), burglar alarms, cameras, etc. The fine for life and safety equipment tampering is significant.
- 68 **Texting and Driving:** California does not allow motorists to text and drive so use hands free devices when operating motorized vehicles on campus.



- 69 **Tobacco / Vape:** Possession and/or use of tobacco products or vape type products on the campus is prohibited. Instruct guests who need to smoke to walk off property.
- 70 **Trailers/Truck & Camper Shells:** Students may not park trailers of any type on campus without special permission from CSD. Detached truck bed shells may not be stored in parking spaces.
- 71 **Transport/Riding in Truck Bed:** Riding in the bed of a pickup is prohibited and the operator or registered permitted owner (and passengers in bed of truck) may be cited.
- 72 **Unattended Vehicle:** Do not leave the engine running on an unattended vehicle.
- 73 **Unlock Services:** CSD assesses a fee for unlock services, when this service falls outside of the established daily protocols for on campus buildings and classrooms (i.e, dorm room lockout, requests to enter locked buildings for items you left inside).
- 74 **Unpaved Surfaces:** Do not park in areas which are not striped for parking such as dirt, grass, or on the sidewalk.
- 75 **Vehicle Storage Policies:** If authorized by these policies to store a vehicle, please stop by the guard shack and sign a liability waiver, leave a key, and park in the lot designated on that date by the officer in the guard shack. The following individuals may be approved to store a vehicle:
- Currently enrolled students may store a vehicle if approved for on campus housing at Master's or IBEX.
 - Currently enrolled students during active participation in official campus program activities and trips.
 - Current employees who physically work on the Master's campus
 - Guests are not permitted to store vehicles on campus under most circumstances, unless given special permission from the office of the Director. When approved, short term permits must be purchased and displayed during the duration of the storage period.

Individuals who are no longer employed, and students who are only online and do not physically attend at least one class per week, are not permitted to store a vehicle on campus.

- 76 **Visitor/Guest Parking:** Only guests are authorized to park in designated visitor spaces 24/7, but guests may also park in the unmarked commuter spaces.
- 77 **Yellow Curb:** Parking in a yellow curb is for temporary loading and unloading only (20 min max).
- 78 **Wrecked Vehicles:** Vehicles which have been crashed and are leaking fluid or otherwise inoperable may not be towed to TMU for storage.

APPEALS

- **Tickets/Citations:** Any violation of CSC policies may result in the standard fine of \$25.00. Students accumulating 3 or more offenses of the same violation in one academic school year will receive double the fine listed for that violation. All fines must be paid promptly online within 21 days, or will incur a \$10.00 late fee and be billed to your student account.
- **Payment of Tickets:** You may view your ticket online at self-service / parking permits but must pay within 21 days to avoid a late fee of \$10.00 and billing to your student account.
- **Student Appeals:** Please allow 3-5 business days for your ticket to be posted online, but once posted you have 10 days to appeal the ticket by going to self-service / parking permits. If the ticket does not appear after 5 business days you should email campussafety@masters.edu to inquire about the status of the ticket. Please provide the ticket# (top left of the ticket) with any correspondence.
- **Appeal Consideration:** Appeal decisions are based on the totality of the circumstances, as follows:
 - The objective regulations of the codes and all subsequent updates
 - The objective nature of the basis of the appeal
 - The relative clarity of the codes in question
 - The relative clarity of the parking lines, signs, or curb paint in question
 - The subjective tone/approach of the appeal.
- **Appeal Decisions:** Decisions on appeals are emailed to the student's email account and are final.
 - Ticket Reduced – the ticket is upheld but the final fine is reduced as indicated
 - Ticket Upheld – the ticket is upheld and the final fine must be paid in full within student finance at Vider Hall. Unpaid parking tickets will be billed to your student account and mailed to your address of record.
 - Ticket Voided - No fine is required and will not count toward multiple offense calculation
 - Ticket Warning – the ticket is upheld but the fine is voided. The ticket will count toward multiple offense calculations
- **Appeals:** CSD recommends tickets be appealed for:
 - Unclear regulations parking lines or curb paint
 - Emergencies
- **Appeals:** CSD recommends tickets not be appealed for:
 - Merely avoiding the necessary monetary consequences



- Unfamiliarity with the CSC
- Unnecessary failure to make appropriate arrangements with work or professors
- Previous violations of a rule not resulting in citation
- What is obvious and self-evident
- **Appeals:** Due to the difficult nature of the evaluation process
 - Be honest in presenting one's case (Proverbs 19:5).
 - Be gentle in one's approach (Proverbs 15:1)
 - Be patient when wronged and not resentful (2 Timothy 2:24).



Fine Schedule

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|--|---------|
| Auto Work/Wash | \$5.00 |
| Banned transportation devices | \$5.00 |
| Bicycle Violations | \$5.00 |
| Building Access | \$5.00 |
| Closed Campus/Late Arrivals | \$5.00 |
| Failure to obey posted sign (pedestrian) | \$5.00 |
| Failure to evacuate (Fire Alarm) | \$5.00 |
| Fire Code | \$5.00 |
| Non-motorized | \$5.00 |
| Obstructing Traffic (Ped, non-motorized) | \$5.00 |
| Overloading a vehicle | \$5.00 |
| Riding in bed of pickup | \$5.00 |
| Seat Belts Required | \$5.00 |
| Sound Ordinance | \$5.00 |
| Texting/Driving | \$5.00 |
| Tobacco/Vape | \$5.00 |
| Unlock services | \$5.00 |
| | |
| Designated parking | \$25.00 |
| Emergency Exit | \$25.00 |
| Failure to Display Permit | \$25.00 |
| Failure to Obey Officer | \$25.00 |
| Failure to obey signs, safety devices | \$25.00 |
| Failure to return key | \$25.00 |
| Headlights Required | \$25.00 |
| Helmet Required | \$25.00 |
| Improper Display | \$25.00 |



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|---|----------|
| Inoperative Vehicle | \$25.00 |
| Motorcycle Parking | \$25.00 |
| Moving safety devices | \$25.00 |
| No parking zone | \$25.00 |
| Obstructing Traffic (motorist) | \$25.00 |
| Overnight Parking violation (Mon-Fri 8AM-5PM) | \$25.00 |
| RD only space | \$25.00 |
| Resident Parked on lower campus (Mon-Fri 8AM-5PM) | \$25.00 |
| Second Vehicle Restriction | \$25.00 |
| Timed curb | \$25.00 |
| Unattended vehicle | \$25.00 |
| Unauthorized Drone Use | \$25.00 |
| Vehicle Storage | \$25.00 |
| Visitor only | \$25.00 |
| Wrecked Vehicle | \$25.00 |
| | |
| Abandoned Vehicle | \$50.00 |
| Disabled Parking Only | \$50.00 |
| Fire Lane | \$50.00 |
| No insurance | \$50.00 |
| Off Road | \$50.00 |
| Permit Tampering | \$50.00 |
| Speeding/Reckless | \$50.00 |
| | |
| Drug and Alcohol violations | \$100.00 |
| Tampering with life/safety equipment | \$100.00 |
| Prohibited weapons | \$100.00 |