

# PROCEDURE

**Number:** 74-20  
**Title:** Parking  
**Responsibility:** Vice President of Finance and Administration  
**Original Approval Date:** 06/15/2004  
**Last Cabinet Review:** 09/24/2025  
**Last Revision:** 09/23/2025

## Reference (Policy and/or Procedure)

**SBTCE:**

**FDTC:** Policy 70-44

**Other:**

## Procedure Description

### PURPOSE

Because of its status as primarily a commuter college, Florence-Darlington Technical College has an unusually high ratio of automobiles to students. These regulations have been designed to provide maximum use of existing facilities and to ensure safe movement of pedestrian and vehicle traffic. These regulations apply at all times.

### APPLICATION

A. All students, faculty and staff members who own or drive a motor vehicle on the campus of Florence-Darlington Technical College are subject to the motor vehicle laws of South Carolina and these regulations.

B. It is a privilege and not a right for a person to operate a motor vehicle on the campus of Florence-Darlington Technical College. Each student or employee must agree to comply with the rules and regulations set forth herein. The college reserves the right to withdraw motor vehicle privileges at any time from any person who does not comply with these rules and regulations.

### ENFORCEMENT

A. It shall be the responsibility of the Physical Facilities Department to enforce all regulations set forth herein. Alleged serious infractions will be referred to the Office of the Registrar.

B. The driver of any vehicle shall obey the lawful instruction of any Security officer. It is expected also that official traffic signs will be obeyed – except when a Security officer instructs otherwise.

C. No person shall without lawful authority, attempt to, or in fact alter, deface, injure, knock down, or remove any official traffic sign or device, or inscription, shield or insignia thereon, or any part thereof.

D. Florence-Darlington Technical College shall assume no responsibility for damage to or loss of any vehicle or its contents at any time while it is operated or parked on campus. However, it is requested that valuables not be left in unoccupied vehicles at any time and that vehicles be locked when not in use. Thefts or damages that do occur should be reported to the Security Department (ext. 8210) as soon as possible.

#### **VISITORS, FACULTY AND STAFF RESERVED PARKING**

The Administration, through the Office of the Vice President of Finance and Administration, designates specific parking areas for students, faculty, staff and visitors. Certain reserved parking areas, designated by official signs are reserved for visitors and employees.

#### **PARKING FOR PHYSICALLY IMPAIRED STUDENTS & EMPLOYEES**

Special permit parking will be designated by the Vice President of Student Services or designee. Parking permits for individuals with disabilities for all FDTC campus sites may be obtained from the ADA Office, Room 111 in the 100 Building. These permits must be renewed each semester. Appropriate medical documentation must accompany all requests for disabled parking permits.

Temporary student parking permits may be obtained from Security at the Guard Station located at the Main entrance to the campus, the Security Office (Room 116) at the SIMT Bldg., the Security Office at Health Sciences Campus (Monday to Friday during normal hours of operation) prior to parking their vehicles on campus.

Temporary staff parking permits may be obtained from the Physical Plant or from the Security Office at the Health Sciences Campus.

Visitor parking designated "physically impaired" is also provided by the college.

### **MOTORCYCLES, MOTOR SCOOTERS, AND BICYCLES**

A. The operation of motorcycles, mopeds, motor scooters, man-powered scooters and bicycles on or across sidewalks and walk ways on this campus is strictly prohibited. Motorcycles may not be stored inside of buildings on the campus. Such vehicles will be removed and impounded. Parking is permitted in marked spaces only. Roller skating, rollerblading, and/or skateboarding are not allowed on the Florence-Darlington Technical College main campus or at any of the College's other facilities.

B. Bicycles may not be operated on sidewalks. Bicycles may not be stored in buildings on the campus. Such vehicles will be removed and impounded. No one may operate a bicycle on the patio area of any campus building or within any building.

### **VEHICLE BREAKDOWN**

In the event a vehicle breaks down or runs out of gasoline while on campus, all reasonable steps should be taken to move the vehicle from the street or other hazardous location to a parking space. In the event that the vehicle must be parked illegally to await repairs or gasoline, Security should be notified immediately at ext. 8210. It is the owner's responsibility to repair and/or move the vehicle. Vehicles left unattended for more than 48 hours may be towed at the owner's expense.

Current policy states that in the event that an individual accidentally locks their keys in a vehicle, Security staff may not assist by "trying" to unlock it. The College will provide access to a telephone, so the persons needing a locksmith may call them. Neither Florence-Darlington Technical College nor Security will be held responsible for payment to any locksmith who may come on campus to open a vehicle door.

### **VEHICLE REGISTRATION AND ISSUING OF DECALS/STICKERS**

Registration is required for every vehicle driven on campus by employees or students that are on campus on a regular basis. This rule applies to both day and evening students.

When a parking decal/sticker is issued to an individual, that person will be responsible and accountable for that particular permit. The individual to whom the parking decal/sticker is issued shall be responsible for all parking violations of the vehicle so registered, regardless of who is operating the vehicle. Parking decals/stickers are not transferable. If a decal/sticker is lost or stolen, students should notify Security at ext. 8210 and employees should notify the Physical Facilities Department. If any instance wherein an officially registered vehicle is not available due to mechanical failure, accident, or any other valid reason and a substitute vehicle is used, a temporary parking permit may be obtained by students and employees from Physical Facilities or from Security personnel. Temporary permits will be issued for time frame not to exceed 10 days.

### **Employee Vehicle Registration and Issuing of Decals/Stickers**

A. All full-time personnel will register each vehicle displaying a decal in the NeoEd system (Human Resources Department) by completing a Parking Permit Application. A valid driver's license number, year and make of each vehicle, and license plate number will be recorded also.

B. The Physical Facilities Department will issue parking decals/stickers to all employees. Parking decals/stickers will be issued upon completion of the Parking Permit Application in NeoEd or when decals/stickers are required for a new fiscal year.