



COLLEGE ADMINISTRATIVE PROCEDURE MANUAL

Procedure Title	Procedure Number	Page(s)	Date Adopted:
Campus Motor Vehicle Regulations	CHC - I	5	08/26/2025

BASED ON BOARD POLICY

Section	Policy Title	Policy Number	Date Adopted:
C – Business and Support Services	Site Management: Traffic and Parking Controls	CHC	08/26/2025

PROCEDURE

Students

All students utilizing campus parking facilities must display a parking permit properly, and park in student parking lots. The first permit is free and the parking fee is \$5 per semester for additional permits.

McLennan Community College does not guarantee a parking place close to class nor does the absence of a parking space justify violation of the parking rules. Only students with a State of Texas permit for the disabled may park in all parking lots

Permits:

All students who park an automobile on campus must display a valid parking permit on the outside lower left corner of the rear window. Permits for convertibles, pickups with temporary campers, and vehicles with a rear window sun shield may be displayed on the left rear bumper. A standard automobile permit will be used for motorcycles and must be carried on the person of the rider.

Failure to display permits as described above constitutes a parking violation with a minimum fine of \$15. Parking permits may be obtained at the Business Office during registration for each semester or summer term. Additional permits may be purchased for \$5 each at the Business Office. Students shall be responsible for all parking permits registered in their name, regardless of the operator or the owner of the vehicle. If a parking permit is lost, the loss should be reported to the Business Office, in person, immediately. A fee of \$5 will be charged for parking permit replacement.

- Temporary Permits: Any vehicle that is driven on campus by a student must be parked in a student parking lot. If the student loses a permit, or if the student is driving another vehicle, the student must park in a student parking lot and request a temporary permit



from the Business Office within four (4) hours of parking the vehicle. A description of the vehicle (license plate, number, make, year, and color) must be provided. The permit is free and under certain circumstances may be valid for a maximum of two weeks.

- **Special Permits for the Disabled:** Individuals who require access to marked accessible parking spaces must apply for a state-issued accessible parking placard. Applications and information are available from the Disability Services Office located on the 3rd floor of the Student Services Center, or by calling 254.299.8122. All accessible parking placards, permanent or temporary, must be obtained through the state. Both the ADA placard and the appropriate MCC parking permit must be displayed.

Where to Park:

Students may park in all parking lots and spaces not designated for faculty/staff, visitors, Art Center, or the disabled. Except for the parking lot at the Faculty Office Building and designated parking for those with disabilities, there is no reserved parking after 5:00 p.m. The following guidelines apply:

Blue stripes & curbs.....reserved for disabled

Yellow or red curbs.....no parking

Unpainted..... no parking unless posted otherwise

Warning! Vehicles illegally parked on the MCC campus will be immobilized or towed away at the owner's expense.

MCC Shuttle Bus:

Shuttle bus service is available from 7:30 a.m. to 4:00 p.m. during the Fall and Spring semesters. Students may park their cars in Parking Lots "M" or "O" (facing College Drive) at the Community Services Center and take the shuttle, which runs to and from buildings on campus approximately every 10 to 15 minutes. MCC encourages students to take advantage of this service.

Towing of Vehicles:

Vehicles may be towed at the expense of the owner/driver when the vehicles are found to be parked in areas which include, but are not limited to, the following:

- Vehicles parking in fire lanes.
- Unauthorized parking in spaces reserved for the disabled.
- Vehicles found blocking parking lot entrances and/or exits.

- Unauthorized vehicles parked in designated reserved spaces, faculty/staff areas, or visitor parking spaces.
- Vehicles parked in such a manner as to pose a safety hazard or hinder the normal flow of traffic.
- Vehicles which double-park causing immobility of legally parked vehicles.
- Parked on grass.

Towed vehicles will be stored at the towing company's place of business, and a tow fee will be assessed by the wrecker company.

Violations:

In addition to these campus motor vehicle regulations, city and state regulations apply.

Parking violations are subject to campus motor vehicle regulations and penalties. Violations include but are not limited to:

- Parked on unpainted curb
- Parked in area not designated for parking
- Parked against flow of traffic
- Parked over stripes
- Parked in excess of time limit (15 minutes parking time zone)
- Parked in faculty/staff reserved area
- Parked in area designated for the disabled (minimum fine \$50 for first offence and all subsequent offenses are subject to City of Waco fine amounts)
- Parked on grass

Moving violations are subject to state motor vehicle regulations and penalties. Violations include but are not limited to:

- Burning-off
- Reckless driving
- Failure to yield right-of-way
- Driving the wrong way on a one-way street or parking lot through-way
- Executing U-turns
- Failure to yield to pedestrian in cross-walk
- Failure to keep right at traffic circle
- Operating a motor vehicle on sidewalks, grass, etc.
- Parking permit violations are subject to campus motor vehicle regulations and penalties:
- No valid permit



- Permit improperly displayed

Weekends and Holidays:

Enforcement of regulations on weekends and holidays will be limited to the following:

- Parking in spaces reserved for the disabled
- Blatant parking violation and disregard for the public safety of others and/or college property
- No valid parking permit displayed on vehicle
- Moving violations

Campus Fines:

Fines for violations of these regulations are:

Moving violations	\$20
Parking violations	\$20
Students parking in faculty/staff lot.....	\$20
Faculty/staff parking in student lot.....	\$20
Parking permit violations	\$15
Spaces reserved for the disabled without appropriate permit	\$50

Payment for campus fines may be made in the Business Office. A late payment fee of \$5 will be added to a traffic violation fine if payment is not made within ten (10) class days from the date of the violation. All grades, records, and transcripts may be withheld, and a student may be suspended from classes until all fines are paid.

Appeals:

A student or employee may appeal a campus ticket by contacting the MCC Police Department within ten (10) class days from the date of the violation.

EMPLOYEES

All employees who park an automobile on campus are required to obtain and must display a numbered MCC employee parking permit by hanging it on the inside rear-view mirror, top center of the windshield with the permit number facing outward. If the vehicle does not have a rear-view mirror, the permit, with the permit number facing upward, must be placed on the driver's side of the dashboard. The parking permit can be obtained at the MCC Police Department.



Failure to properly display a numbered MCC employee parking permit or violating parking lot regulations may result in fines. A failure to pay the fines may result in campus parking restrictions, including but not limited to being required to park in visitor parking lots until all fines are paid.

Employees should also obey motor vehicle and parking regulations outlined in this procedure.