



**Policy Number:** 600.5  
**Policy Title:** Parking on College Property  
**Subject:** Section 600 – Physical Plant  
**Date Adopted:** September 28, 2007  
**Date(s) Revised:** September 17, 2014; January 8, 2021

**Approved by:**



Sandra J. Bauman  
Dean/CEO  
Helena College University of Montana

---

**POLICY STATEMENT:**

Helena College University of Montana is committed to maintaining safe and accessible campuses for its students, staff, faculty, and visitors. Consistent with the policies set forth by the Montana Board of Regents of Higher Education ([Policy 940.11](#) and [Policy 1002.1](#)) and Montana Code Annotated ([Title 20. Education, Title 61. Motor Vehicles](#), and [Title 17. State Finance](#)), Helena College Policy 600.5 has been established to regulate parking on all Helena College campuses. This policy applies to all Helena College students, staff, faculty, and visitors, and replaces any existing related Helena College policies.

All Helena College policies shall adhere to and be consistent with relevant federal and state laws, rules, and regulations and with Board of Regents' policies and procedures. (This paragraph updated 1/8/2021)

## **PROCEDURES:**

### **1. GENERAL GUIDELINES**

- a. State, County, City, and Helena College policies, ordinances, and regulations may be enforced on Helena College property 24 hours a day, seven days a week (unless otherwise posted).
- b. All vehicles parking in permit areas must display a current permit. A permit that is damaged, illegible, hidden, expired, improperly displayed, or reported lost/stolen is considered invalid and may subject the vehicle's owner to receiving a citation or having the vehicle clamped or towed.
- c. Driving motor vehicles on other than authorized roads, driveways, or parking areas will be considered moving violations.
- d. Parking privileges may be suspended for misuse of parking permits or for habitual offenders of parking and traffic regulations (see Parking Violation Fines, Section 5). The placement of parking citation(s) is considered proper notification of any violations.
- e. These regulations are enforced in their entirety. It is the responsibility of those using college parking facilities to acquaint themselves with their content. Those unaware of these regulations will not be considered as grounds for appeal.

### **2. PURCHASING AND DISPLAYING PARKING PERMITS**

- a. Anyone desiring to park on campus property will be charged an annual parking/access fee of \$15.00, which will be effective for the fall, spring, and summer semesters. Revenue generated from this fee will be used for the development and improvement of parking lots and to strengthen the campus traffic control.
- b. Visitor parking permits are available. Parking duration shall be limited to a single event. Visitors should contact the Welcome Center to park on the Donaldson campus and the information office on the Airport campus to obtain passes.
- c. Window permits must be permanently affixed to or easily visible in the driver's lower left side of the front windshield.
- d. Hanging permits must be hung on the rear view mirror, permit side facing out/forward.

### **3. PARKING ON COLLEGE PROPERTY**

- a. All vehicles parking on campus property must be legally registered and licensed with the appropriate state agency.
- b. No parking is permitted within the fenced-in area of the Airport Campus to include any area behind equipment and buildings. This area may be used for loading and unloading equipment only. This applies to all non-college owned vehicles.
- c. No person shall stop, stand, or park any vehicle that impedes traffic or creates a potential safety hazard unless directed to do so by a police officer, traffic control device, or other appropriate authority.
- d. Falsifying any information whatsoever on a vehicle or license number shall result in a fine and/or revocation of parking privileges.
- e. When parking, the entire vehicle must be situated within the marked boundary. Vehicles may not be backed into any angled parking spaces.
- f. While parked on Helena College property, no vehicle shall undergo any repairs or maintenance, including oil changes.
- g. Pedestrians have the right of way on sidewalks and in crosswalks.
- h. Without authorization from the Director of Facilities and Maintenance, no barricades shall be moved and no vehicles may operate or park in an area that is closed by the use of barricades. Violators are subject to being issued a citation and/or towed.

- i. Driving motor vehicles on property other than authorized roads, driveways, or parking areas is prohibited without prior permission from the Director of Facilities and Maintenance.
- j. Questions regarding parking should be referred to the appropriate college agent.
- k. Faculty, staff, and students of Helena College, as well as visitors, shall be subject to such fines and penalties as listed in these regulations.
- l. Helena College is not responsible, by state law, for damage to, or theft of, personal property while on campus. Faculty, staff, and students are encouraged to adequately ensure all personal property is appropriately secured and take precautions to prevent theft and/or damage.
- m. These regulations may be amended at any time and become effective by order of the Dean/CEO. Notice shall be posted on the college's web site.

#### 4. SPECIAL OCCASIONS/EMERGENCIES

- a. For special occasions or major public events, and in emergencies, parking limitations may be imposed by the Director of Facilities and Maintenance as required by prevailing conditions.
- b. Any exceptions for special occasions must be authorized in advance by the Director of Facilities and Maintenance.
- c. Disabled vehicles must be reported to the Director of Facilities and Maintenance immediately. If reported, up to 24 hours may be granted for campus parking while arrangements are made to move or remove the vehicle. A vehicle creating a hazardous situation must be removed immediately.
- d. Arrangements for parking trailers, buses, and large vehicles must be made with the Director of Facilities and Maintenance in advance of using campus parking facilities.
- e. Any accident involving a vehicle on Helena College property must be reported immediately to the Director of Facilities, then to Executive Director of Compliance (student related), or Human Resources (employee or public).

#### 5. PARKING VIOLATION FINES

- a. Montana statute regulations ([MCA 20-25-312](#)) and the Montana Board of Regents of Higher Education ([Board Policy 1002.1](#)) authorize Helena College to levy fines against all individuals in violation of parking, traffic, and registration regulations.
- b. Parking fines will be billed to the appropriate student account for enrolled students. Students not registering vehicles are responsible for fine payments from the issuance of the citations.
- c. Pending payment of fines, a student will be unable to either register for classes or obtain transcripts.
- d. Fines not paid or timely appealed by faculty and staff will be withheld from amounts owed to them.
- e. [MCA 17-4-105](#) provides official notification of actions that may be taken by Helena College. Failure to identify vehicles that are used by students, staff, or faculty in no way releases the driver from obligation of payment.
- f. All violations are classified as follows:

<b>VIOLATION TYPE</b>	<b>FINE</b>
No Decal	\$10.00
Improper Parking	\$10.00
Expired Registration	\$10.00
Yellow Curb	\$10.00
Special Permit	\$10.00
Reserved Parking	\$10.00
No Parking Zone	\$10.00
Fire Lane	\$10.00
False Registration	\$10.00

<p><b>*DISABILITY</b>  <a href="#">MCA 49-4-307</a> and  <a href="#">Board of Regents' Policy 1002.1</a>  Disability space includes hashed access-way.</p>	<p>\$100.00</p>
--	-----------------

## 6. APPEALING PARKING CITATIONS

All individuals wishing to appeal a citation must do so within 30 calendar days after receipt of citation. Appeals must be made in writing and addressed/delivered to:

Traffic Appeals and Review Committee  
Helena College – Welcome Center  
1115 N. Roberts Street  
Helena, MT 59601

## 7. VEHICLE TOWING

- a. Vehicles in violation may be towed at the owner's expense from the following areas:
  - Disability Parking
  - Fire Lanes
  - Hydrants
  - Loading Zones
  - Shop Doors
  - Reserved for Service Vehicles
- b. Vehicles may be towed, impounded, and stored, at owner's expense and risk, under any of the following circumstances:
  - i. Any vehicle left in a position that endangers public safety, interferes with vehicular or pedestrian traffic, interferes with college functions or operations, or which could cause harm to Helena College property. Examples include parking on grass, in construction areas, or in contact with buildings, fences, signs, poles, etc.
  - ii. Vehicles of habitual offenders may be towed or immobilized at any time without warning. A habitual offender is defined as fines totaling \$80.00 or more. Authority to immobilize vehicles as a substitute for having vehicles towed will be at the direction of the Director of Facilities and Maintenance. Vehicles will be immobilized only once during the fiscal year; further infraction will result in towing. Release fees, as well as all fines, must be paid in full for vehicle release. Vehicles will be towed to an off-campus storage facility with a daily storage fee at the owner's expense.
  - iii. A vehicle is presumed abandoned under state statute [MCA 61-8-356](#), which sets a maximum time limit for parked vehicles of no more than 48 hours on streets, and 5 days on other City, County, or State property.
  - iv. Any vehicle that is parked in areas closed for use. Such areas will be indicated with the use of barricades.
  - v. Wherever possible, areas subject to towing will be clearly marked as established by [MCA 61-8-206](#). Helena College is authorized to tow vehicles under [MCA 20-25-312](#). Any towing that has taken place under this provision may be subject to review by the Traffic Appeals and Review Committee. All outstanding fines must be paid in full for vehicle release.