Regulation ECE

Las Cruces Public Schools

Related Entries: ECE
Responsible Office: Associate Superintendent for Operations

TRAFFIC AND PARKING PROCEDURES

I. PURPOSE

To establish rules for parking procedures and traffic control on school grounds.

II. DEFINITIONS

1. For the purposes of this regulation, "*motor vehicle"* means any vehicle which is self-propelled.

2. For the purposes of this regulation, "*traffic flow"* means pedestrians, ridden or herded animals, vehicles, and other conveyances either singly or together using any parking lot, access road, street, or sidewalk for purposes of travel. On school grounds, it includes the flow of vehicle traffic as parents, guardians, etc. drop off and pick up students before and after school. §66-1-4.17, NMSA 1978.

3. For the purposes of this regulation, *"exit plan"* means how and where motor vehicle or pedestrian traffic will exit school property onto a public street.

4. For the purposes of this regulation, *directing traffic* means action taken by anyone assigned traffic duty (see V. A 1 and 2 on Page 7) to direct, regulate or manage traffic flow on or near school grounds, by voice, hand or signal, in conformance with traffic laws and regulations, in the event of a fire or other emergency. Anyone on traffic duty may direct traffic as conditions require, notwithstanding any provisions of the traffic law and regulations, in order to expedite traffic or to safeguard pedestrians. §66-7-4, NMSA 1978.

5. For the purposes of this regulation, "*traffic duty"* means assigning any law enforcement officer, school campus guard, school staff member or other such officers, including school crossing guards, who are authorized to direct all traffic on or near school grounds by voice, hand or signal. This includes, but is not limited to, assisting students in using crosswalks, directing school buses, directing parents/guardians or others dropping off or picking up students, and assisting with parking for special events. (See V. A 1 and 2 on Page 7)

6. For the purposes of this regulation, *"permit"* means a visible parking sticker or tag which permits the owner/operator of the vehicle displaying the permit to park in a location as designated by the permit.

III. PARKING ON SCHOOL GROUNDS

A. Staff Parking

1. Adequate parking for school district staff shall be provided at the school or facility to which the staff member is assigned.

2. Each staff member shall fill out a parking-sticker application form to request a parking space in the parking lot at the school to which he/she is assigned. Said application form and parking sticker shall be provided by the school at no charge to the employee.

3. Only school staff with valid parking permits shall be allowed to park in designated staff parking areas.

B. Student Parking

1. Student parking shall not be allowed at any LCPS elementary or middle school.

2. Parking at LCPS high schools.

a. An application form shall be filled out each year by each high school student at his/her school who requests a parking sticker to park in designated parking areas on school grounds. The application shall contain at least the following information:

i. Name, address, contact information of student from student's driver's license.

ii. Vehicle information from vehicle registration card and vehicle color.

iii. Insurance information from current, valid insurance card.

iv. Alternate contact information.

v. Permit number issued to student.

b. Student parking stickers.

High schools shall issue student parking stickers approximating the number of painted parking spaces contained in designed student parking areas on school property.

i. Parking stickers shall be issued by the school's security office or designee each year on a first-come, first served basis to high school students who park at LCPS high school and who request said stickers.

ii. Each school shall continue to accept parking sticker applications from students for parking spaces in excess of the number available at the school, and shall put these requests on a waiting list. Students shall receive parking stickers as spaces become available, on a first-come, first-served basis.

iii. Each school principal or his/her designee shall check every three months during the school year to determine if any additional parking spaces are available. If additional spaces are available, one parking sticker for each available space shall be issued to students on the waiting list. (See item 2 above)

iv. Students who apply for parking stickers after the stickers have been issued at the beginning of each school year shall be placed on that school's waiting list.

v. Schools shall not charge students for parking stickers.

vi. Parking stickers shall have a sequential identifying number and color. The color of stickers shall change each school year.

c. Schools may design programs for the issuance of student parking permits as a reward for academic performance.

C. Visitor Parking

Each school shall provide parking spaces for visitors to that school, as needed and in consultation with the LCPS coordinator for Safety and Security.

D. Violations

These restrictions and penalties shall apply to all vehicles, regardless of the owner/operator, except for designed school district maintenance and safety vehicles.

1. Vehicles Parked on School Grounds Without Current, Valid Parking Stickers or Parked Outside of Areas Designated for Student Parking.

a. Members of the school's campus security office or the school principal or his/her designee shall:

i. Place a violation sticker on the driver's side window of any vehicle which does not have a current and valid parking sticker and which is parked on school grounds during school hours. Violation stickers shall be placed so that they do not block the driver's field of vision.

ii. Maintain a current log of all vehicles that have been issued violation stickers for parking on school property without a parking sticker.

b. Upon the second violation of this section of ECE-R:

Either

i. Said vehicle shall be towed off of school property at the owner's expense.

aa. A tow form (ECE-A) shall be filled out and given to the tow driver and a copy kept on file at the school;

bb. The LCPS coordinator for Safety and Security shall provide to schools a list of companies that will tow vehicles off school grounds.

or

ii. An auto boot shall be installed to immobilize the vehicle.

aa. The auto boot shall be removed from the vehicle only after a parking sticker application form has been filled out and a parking sticker issued for the vehicle, and/or the owner/operator has been identified and contacted about the violation and has agreed to remove the vehicle from school grounds.

bb. If an auto boot has been attached to a vehicle in violation of this policy, and after two days the owner/operator of the vehicle has not been identified and contacted, the vehicle shall be towed off of school grounds at the owner's expense.

iii. Violation warning stickers, log books and auto boots shall be purchased by each school through the LCPS Finance Department.

2. Unattended Vehicles Illegally, Improperly, Unsafely Parked on School Grounds

Unattended vehicles which are illegally, improperly and/or unsafely parked, stopped or standing on school grounds shall be subject to being towed off school property at any time of the day or night. Such towing shall be at the owner's expense. This shall include unattended vehicles which are parked, standing or stopped in:

a. A school's designated school bus zone.

b. Any school no parking zone or service zone designated by a sign, curb striping and/or other pavement markings.

c. Areas clearly designated as non-parking.

d. Handicapped spaces without the proper handicapped placard clearly visible, in compliance with state law §66-7-352.5, NMSA 1978 and local ordinance. Local law enforcement authorities shall be contacted to issue a traffic citation for the violation.

e. A school fire lane.

3. Unattended, parked, standing or stopped vehicles shall not be left with the engine idling on school grounds. Violators shall be contacted and told to immediately turn the vehicle off.

4. Unattended, parked, standing or stopped vehicles shall not be allowed on school property after hours without proper authorization from the principal or his/her designee.

5. Members of the public shall not use school property for personal parking of personal vehicles, nor shall they use school property as a shuttle or car pool parking area without proper authorization from the school principal or his/her designee. (See LCPS Policy and Regulation KF: Community Use of School Facilities)

E. Penalties for Repeat Offenders

1. In addition to the penalties outlined above, any individual who repeatedly violates this regulation may be:

   a. Banned from parking on school property at any time.

      i. In the case of such a ban, the safety office or principal or his/her designee of the school at which the repeat offenses occurred shall complete a restricted access form (JKD-E3) and shall provide a copy of the form to the individual, either in person or by certified mail. A copy of the completed form shall be kept on file at the school.

      ii. If an individual who has received a restricted access form continues to operate a motor vehicle on school grounds in violation of the restricted access, he/she shall be referred to the appropriate law enforcement agency, or the LCPS coordinator for Safety and Security for a charge of criminal trespass on school grounds.

      iii. The school principal or his/her designee shall have the option to send a letter to the individual by certified mail which points out the violations and requests that the individual comply with the provisions or this regulation or be subject to restricted access to school grounds.

   b. Subject to referral to the appropriate law enforcement agency or the LCPS coordinator for Safety and Security for possible civil or criminal proceedings.

   c. The coordinator for Safety and Security may can be contacted by the school principal or his/her designee to provide assistance in completing a restricted access form, writing a letter to a repeat offender of this regulation and/or contacting a local law enforcement agency.

IV. TRAFFIC FLOW AND CONTROL ON SCHOOL GROUNDS

The following shall apply to all persons on school grounds, without exception:

A. All moving motor vehicles on school grounds shall, at all times, be driven at the posted speed limit. If no speed limit is posted, said vehicles shall drive no faster than five miles per hour.

B. Reckless, careless and unsafe driving in any form shall not be allowed on school grounds, and shall constitute grounds for disciplinary action, being restricted from school property, criminal charges, and civil penalties, as outlined in Sections III. C and D above.

C. All school staff, students, parents, volunteers and members of the public shall follow each individual school's procedures for drop off and pick up of students.

E. Staff, students, parents, volunteers and members of the public shall use designated crosswalks while on school property, or while entering or exiting school property.

F. Parents and others who park in a school parking lot to pick up students after school or at any other time during the school day shall, at all times, maintain close supervision of their children while said children are walking in the parking lot.

G. Each individual school shall develop a traffic flow pattern and exit plan (see definitions in Item II. above) for students, parents, staff, and members of the public to follow.

1. Each school shall communicate its traffic flow pattern and exit plan to staff, students, parents, volunteers and members of the public.

2. Each schools shall coordinate with appropriate school district departments and government agencies to develop the traffic flow pattern and exit plan.

3. Each school shall be authorized to place traffic directional signage, curb striping and/or pavement markings on school property as appropriate to facilitate the orderly flow of traffic on and off school grounds. (See G2 above)

4. Each school shall be authorized to use traffic cones and temporary signage to help facilitate the orderly flow of traffic on and off school grounds. (See G2 above)

V. TRAFFIC CONTROL AND SAFETY OFF OF SCHOOL PROPERTY

A. In accordance with the school district's Memorandum of Understanding with the City of Las Cruces Police Department which allows authorized school staff to be on city streets to control traffic:

1. The coordinator for Safety and Security shall annually submit to the police department the names of all school staff from each school in the school district who are authorized to be assigned traffic duty and direct traffic. (See definitions in Item II above)

2. Each school principal or his/her designee shall provide to the Coordinator for Safety and Security on a yearly basis the names of all school staff who may be called upon to assist designated crossing guards (who are employees of the City of Las Cruces) with helping students cross streets to and/or from school and/or controlling traffic flow on city streets. Traffic duty will be considered an "all other duties as assigned" listed on staff job descriptions, and as a safety function.

3. Authorized school staff shall only have authority to direct traffic on city streets that are parallel to school property lines.

4. Such staff shall read training materials provided to the school by the coordinator for Safety and Security and the AAA New Mexico handbook for Adult Cross Guards prior to any assignment.

5. School staff shall be required to wear an orange, yellow, lime green, or green safety vest while directing traffic.

B. Students who operate bicycles, roller skates, scooters and/or skateboards to and/or from school shall be required to comply with the following:

1. Students and staff who walk, bike, roller skate or skateboard to and/or from school shall be required, when entering or leaving school grounds to cross streets only at designated crosswalks and to follow Las Cruces Municipal Code and all applicable state laws for pedestrians and operators of bicycles, roller skates, skateboards, etc. Failure to comply may result in school district disciplinary action, criminal charges and/or civil penalties.

2. Provisions of the New Mexico Child Helmet Safety Act §32A-24-1, NMSA 1978 shall apply during school hours and on school grounds. Violators may be subject to citation by law enforcement officers off campus and disciplinary action by school administration for students on school grounds.

C. Safe Routes to Schools (SRTS) Program

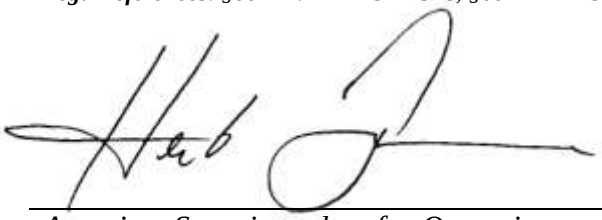
1. In cooperation with the New Mexico Transportation Department, the school district shall implement the SRTS practices to assess motor vehicle, pedestrian, bicycle bus and other traffic issues in and around schools and to find ways to make streets, parking lots, sidewalks and crosswalks safer for students, staff and visitors. Schools will encourage students to walk and bike to and from schools.

2. The school district shall work cooperatively with the city, county, neighborhoods and law enforcement officials to recognize, document and solve school-related traffic issues.

3. The coordinator for safety and Security shall act as the school district's SRTS liaison and shall be available to help develop a traffic plan for each school.

D. As necessary and appropriate, the school district and individual schools shall work cooperatively with appropriate law enforcement agencies regarding parking and traffic flow issues on non-school property which is adjacent to school property.

History: New regulation, signed 03.18.11
Legal references: §66-1-4.17 NMSA 1978, §66-7-4 NMSA 1978, §66-7-352.5 NMSA 1978, §32A-24-1 NMSA 1978



March 18, 2011

Associate Superintendent for Operations | *Date Approved*