Parking at San Bernardino Valley College

Did you know all SBVC students/staff/faculty can park for **FREE** starting in Fall 2011 at the Pro Swap Meet across the street from SBVC? **Please consider this option before** you purchase your non-refundable parking permit.

Any person who operates or parks a motor vehicle on District property is subject to District Parking and Traffic Regulations and the provisions of the California Motor Vehicle Code. **Valid and properly displayed permits are required to park at San Bernardino Valley College at all hours Monday through Thursday and Friday until 4:30 pm.** Cars will not be given parking permit citations from Friday at 4:30 pm until Monday at 7:00 am.

**Parking Map**

**Parking Permit Fees**

<table>
<thead>
<tr>
<th></th>
<th>Summer Session</th>
<th>Fall Semester</th>
<th>Annual</th>
<th>Daily Permit (Dispensing Machine)</th>
</tr>
</thead>
<tbody>
<tr>
<td><strong>Students</strong></td>
<td>$15</td>
<td>$30</td>
<td>N/A</td>
<td>$1</td>
</tr>
<tr>
<td><strong>Staff</strong></td>
<td>$15</td>
<td>$30</td>
<td>$75</td>
<td>N/A</td>
</tr>
</tbody>
</table>

In addition to this new program, staff may purchase **Annual payroll deducted** parking permits **July 6 - August 5:**

- 10 deductions of $7.50
  - Classified Staff Deductions, August – May
  - Academic Staff Deductions, September - June

**Credit Charged Fall or Annual Permits:**

Staff may purchase **Fall or Annual** parking permits **beginning August 6** using **credit cards**.

Motorcycle parking does not require a motorcycle permit and parking is limited to designated motorcycle spaces on College Drive and in lot 11. Motorcycle parking in regular parking will be subject to citation.

**Purchasing Parking Permits**

SBVC has automated the purchasing process for:

- **Student** [http://www.valleycollege.edu/webadvisor](http://www.valleycollege.edu/webadvisor)
- **Staff** [https://ccentral.sbccd.cc.ca.us/Credentials/ParkingPlus/emp_index.php?site=V](https://ccentral.sbccd.cc.ca.us/Credentials/ParkingPlus/emp_index.php?site=V)

**Method 1: Purchase Parking Permits Online**

To purchase a parking permit online, you will need the following:

1. The ability to log into WebAdvisor
   - [http://www.valleycollege.edu/webadvisor](http://www.valleycollege.edu/webadvisor)
2. A valid credit or debit card
3. Make, Model, Year, Color of car plus your License Plate #, State of Issue
4. Valid mailing and e-mail addresses

**Method 2: Unable to Purchase Online Then Purchase Parking Permits on Campus**

To purchase a parking permit on campus, you will need the following:

1. The ability to use a computer on campus
2. The ability to log into WebAdvisor
   - [http://www.valleycollege.edu/webadvisor](http://www.valleycollege.edu/webadvisor)
3. Cash or check – Campus Business Office AD 206
4. Make, Model, Year, Color, License Plate #, State of Issue
5. Valid mailing and e-mail addresses

All parking permits will be sent by mail to the mailing address you provide. You may print a 10 day temporary pass at the end of the online transaction to display on your dashboard until the actual parking permit arrives. If you have any problems, call the 800 number provided at the Credentials site.

To receive a refund, you must:

- Drop ALL classes BEFORE the beginning of the term
- Complete and turn in your "Request for Refund" form available online or from the Campus Business Office, AD 206
- Attach parking decal and proof of dropped classes to the Campus Business Office, AD 206 within the first 30 days of instruction
  - A $10 refund processing fee will be deducted from amount
  - Refunds of less than $15 will not be processed
  - Parking permits for staff are non-refundable

**Lost or Stolen Parking Permits**

Lost or stolen parking permits are not replaceable or refundable.

**Parking Board Policies and Administrative Procedures**

- Parking Board Policy & Administrative Procedures
  - [http://www.sbccd.org/~media/Files/SBCCD/District/Board/Board%20Policies/6000/6750_Parking.ashx](http://www.sbccd.org/~media/Files/SBCCD/District/Board/Board%20Policies/6000/6750_Parking.ashx)
  - [http://www.sbccd.org/~media/Files/SBCCD/District/Board/Board%20Policies/6000/6750__AP.ashx](http://www.sbccd.org/~media/Files/SBCCD/District/Board/Board%20Policies/6000/6750__AP.ashx)

*Permits are good at all San Bernardino Community College Campuses*

**Warning**

Permits are numbered and registered when sold. Do not purchase permits from any other source! If you are approached by an individual wishing to sell a permit, contact the Police Department at (909) 384-4491 (or 4491 from any campus phone). The permit may be reported as LOST, STOLEN or COUNTERFEIT. It is a misdemeanor to possess lost, stolen, or counterfeit permits.
Staff Permits  https://ccentral.sbccd.cc.ca.us/Credentials/ParkingPlus/emp_index.php?site=V
Staff permits are issued to faculty and staff and must be valid for the current fall or spring semester, or summer session. Students are not eligible for staff permits.

Proper Display
The proper display of SBVC semester permit is as follows:
- Permit sticker must be adhered to lower left corner of the FRONT windshield on the driver side (lying on the dashboard is not properly displayed and could result in a citation).
- On a valid permit hanger suspended from the rearview mirror with the sticker easily visible and facing forward. Hangers are available at the San Bernardino Valley College Bookstore.

Permit Hangers
Permit hangers are not recommended. However, if you choose to use a permit hanger, it is your responsibility to ensure that the permit is clearly visible. You may display your permit on a valid hanger suspended from rear view mirror with sticker number facing forward.
- Use of hanger is at your own risk. You are responsible for securing your vehicle. Permits are frequently stolen when windows are left partially open.
- If you forget to hang your permit or if it falls down you may be cited.
- If your permit is turned around, flipped up, or obstructed in any way (windshield tint or shade cover, objects on mirror, etc.) you may be cited.
- If your permit is lost or stolen you should immediately report it to the Parking Office. It is full price for a replacement sticker

Daily Permits
Daily permits are $1.00 and may be purchased at the permit dispenser in Lot 1, 5, 7 & 9. Place permit with date side up on the top of your dashboard, just in front of your steering wheel. Daily permits are valid in any student lot. They are not valid in staff parking.

Visitor Parking
Visitor parking is limited to 1 hour in the designated spaces in Lot 3 & 4. If the visit will be longer than 1 hour, visitors must purchase a day permit and move the vehicle to a student lot. Do not move your vehicle from one space to another.

Motorcycle Parking
Motorcycle parking does not require a motorcycle permit and parking is limited to designated motorcycle spaces on College Drive and in lot 11. Motorcycle parking in regular parking will be subject to citation.