

**CLASSIFICATION: Business and Noninstructional  
Operations****ADOPTED: 9/13/95****REVISED: 6/13/18****SUBJECT: Parking****PAGE: 1 of 3**

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It is the intent of the County Superintendent of Schools to provide safe and adequate parking for employees, clients, and visitors at the San Diego County Office of Education (SDCOE). As an educational services center, a very high priority is given to accommodate the parking needs of school district clients and visitors. To ensure that parking is properly utilized, employees shall comply with the following administrative regulation.

The executive director, Human Resources division, shall oversee the parking committee comprised of employees from across the organization. The committee shall meet periodically to review and reassess SDCOE's parking rules found within this administrative regulation.

#### **SPEED LIMIT**

No person shall drive or operate any vehicle on or across any of the drives or parking areas at SDCOE's main campus at a speed in excess of 10 miles per hour. A sign giving notice of the speed limit is posted at the entrance to all drives and parking areas of SDCOE's main campus.

#### **PARKING ZONES**

##### **Employees**

Employees may only park in the main/general parking areas, lower lot off of Via Las Cumbres, or spaces along the east end of the campus. No employees, except for those with assigned spaces, should park past the gate behind the 400 Building. Violations of this administrative regulation shall be reported to the employee's immediate supervisor or to the executive director, Human Resources division.

At the discretion of the County Superintendent of Schools, spaces may be reserved for members of his/her cabinet, cafeteria employees, and those who paid for a space through the United Way campaign.

##### **Disabled Persons**

It is the intent of the County Superintendent of Schools to reasonably accommodate

**CLASSIFICATION: Business and Noninstructional  
Operations****ADOPTED: 9/13/95****REVISED: 6/13/18****SUBJECT: Parking****PAGE: 2 of 3**

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all people with disabilities. An adequate number of designated accessible parking spaces displaying the international symbol of accessibility are provided in accordance with the established ratio by *Americans with Disabilities Act (ADA)*. Parking zones designated for disabled persons, must be identified with the international symbol of accessibility. No person shall park or leave any vehicle standing in that zone or space, other than a vehicle displaying one of the distinguishing license plates or placards issued by the California Department of Motor Vehicles.

Spaces shall be reserved for employees with permanent medical disabilities, temporary medical disabilities, or legal accommodations. Employees with permanent medical disabilities or legal accommodations shall ensure they have up-to-date documentation from a doctor explaining their needs. Employees with a temporary medical disability may request a permit from the Human Resources division. The temporary permit is valid for up to three months with a doctor's note.

#### Visitors

Visitors may park in the main/general parking areas, lower lot off of Via Las Cumbres, or spaces along the east end of the campus. The only spaces reserved exclusively for visitors will be those in the small southern lot near the County Superintendent of School's office. Employees will not be allowed to park in the spaces described above, unless otherwise authorized, as they are set aside for visitors to the County Superintendent of Schools.

30 minute spaces are reserved for those who need quick access to credentials and fingerprinting services, or other services that do not require the person to remain parked longer than the allotted duration.

#### Fire Zones

Whenever a drive or area is marked as a fire zone, no person shall park or leave any vehicle standing in that drive or area. This to both attended and unattended vehicles.

**CLASSIFICATION: Business and Noninstructional  
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**REVISED: 6/13/18**

**SUBJECT: Parking**

**PAGE: 3 of 3**

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Other Parking Zones

Other special parking zones shall be established for loading/unloading and short term parking.

**LOST OR STOLEN PROPERTY, OR DAMAGED VEHICLES**

SDCOE is not responsible for lost or stolen property or vehicle damage in the parking lots.