

BUTLER COMMUNITY COLLEGE
Security and Safety Department

PARKING VIOLATION APPEAL FORM

A person who believes that his/her vehicle has unjustly received a parking violation may appeal. All appeals of parking violations will be considered with respect to the parking rules and regulations of Butler Community College.

LACK OF KNOWLEDGE OR UNFAMILIARITY WITH BCC RULES AND REGULATIONS IS NOT CONSIDERED A VALID REASON FOR AN APPEAL.

Appeals must be received or postmarked within ten (10) business days after issuance of the citation or the right to appeal is forfeited.

The Parking Appeal Review Committee meets monthly, the fourth Thursday, to consider all written appeals. The committee consists of a representation of faculty, staff, and students.

Steps to be followed for an appeal:

1. Fill-out the *Parking Violation Appeal Form*. This form is available at all locations in addition to the college's web-site. (<http://www.butlercc.edu/facilities/Parkviolationinfo.htm>)
2. Submit the completed appeal form and all other appropriate documentation including the parking ticket within ten (10) business days after issuance of the violation either electronically or by mailing to:

Parking Appeals Review Committee
C/o Facilities Management
Butler Community College
901 S. Haverhill Road
El Dorado, KS 67042
316.322.3144 316.323.6811 (fax)

The appeal will be reviewed at the monthly Parking Appeal Review committee meeting. The decision of the committee will then be communicated to the appellant in writing. The decision of the committee is final.

GENERAL REASONS THAT VIOLATIONS WILL NOT BE DISMISSED

Listed below are some common reasons given for violating college parking rules & regulations. While these reasons may seem valid to the violator, they do not address the rules of the college. These reasons generally **will not** result in the violations being dismissed.

1. *Short Errands*- No errand, no matter how short or how important to the driver short of a bona fide medical emergency, is an acceptable excuse for illegal parking. A short errand is a very common excuse, but it is not a valid reason for illegal parking.
2. *Late For Business Or Personal Appointment*- Being late does not permit the driver the privilege of parking illegally.
3. *No Place Else To Park- The Lot Was Full* Other than being an invalid excuse, this, in fact, confirms the driver's liability. It is every driver's responsibility to locate legal parking.
4. *I Didn't See The Sign - I Didn't Understand The Sign* Drivers are required to look for signs when parking. A person indicating that they did not see a sign preventing parking is not an acceptable excuse.
5. *I Left Someone In The Car; I Left My Parking Lights On Or Blinking; I Left A Note In The Car*- Many drivers seems to think that evidence of a short stay mitigates the offense. It does not. The purpose of parking regulations is to restrict from certain places motor vehicles which are not in motion.
6. *It Was Only A Few Minutes*- This explanation is one of the most common claims. Even if true, parking in a prohibited area is illegal.
7. *Nobody Else Got A Ticket*- Sometimes this excuse is raised as discriminatory enforcement. The officer may have had to leave the area before checking all the vehicles; however, a citation stands on its own.
8. *Someone Else Had My Car*- The registered owner has joint responsibility with whoever was driving their car.
9. *An Official Saw Me Park And Didn't Say Anything - Or Said It Was OK For A Few Minutes* Generally speaking, employees have no authority to give permission to break the rules. Whenever possible, an officer will caution about illegal parking, but silence by an official does not waive parking restrictions.
10. *The Violation Has Not Been Enforced In The Past*- This normally is not the case, however, inadequate staffing or other priorities may give rise to violations not being enforced continually; but, nowhere does apparent failure to enforce parking rules constitute a valid excuse for illegal parking.
11. *I've Done It For Years - Everybody Does It*- This is never a valid excuse for illegally parking. Nobody should be rewarded for getting away with prior violations.

Parking Appeal Form

Please Note: Each section of this appeal form MUST be completed in order for the appeal to be considered. **DO NOT leave any section blank (failure will result in automatic appeal denial). Further, the citation must be submitted along with the appeal (again, failure to do so will result in automatic appeal denial). Appeal must be submitted within 10 business days of the citation.**

Please print or type legibly:

Student ID Number: _____

Last Name: _____ First: _____

Resident Hall: yes no

- Apartments West Hall
 East Hall Cummins Hall
 Room Number _____

Street Address (permanent): _____

City: _____ State: _____ Zip: _____

Phone #1: _____ Phone #2: _____

I am primarily a (Please mark one): Student Faculty/Staff Visitor Other: _____

VISITORS STOP HERE.

Ticket/Citation Number: _____ Violation Date: _____

Violation Time: _____ Parking Sticker Number: _____

Location of Violation:

Butler of El Dorado

- Student Union West Lot
 Resident Hall East Lot

Butler of Andover

- 9100 Building 6000 Building
 5000 Building

Other: _____

Vehicle Tag Number: _____ State: _____ Vehicle Color: _____

Vehicle Make: _____ Model: _____ Year: _____

I submit the following facts/circumstances in support of this appeal (Attach additional pages if necessary):

Signature: _____ **Date:** _____