



# EL PASO COMMUNITY COLLEGE PROCEDURE

For information, contact Institutional  
Effectiveness: (915) 831-6740

## CHC-1 Vehicle Registration

**APPROVED:** January 12, 1996  
Year of last review: 2023

**REVISED:** November 20, 2023

**AUTHORIZING BOARD POLICY:** CHC

Classification: Institutional

Responsible Vice President or Associate Vice President: Vice President of Student and Enrollment Services

Designated Contact: Chief of Police

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**OBJECTIVE:** To establish a vehicle registration process for students, faculty, staff, and employees of vendors who operate and park a vehicle on any property owned or leased by the El Paso County Community College District (EPCCCD).

**PROCEDURE:**

I. Vehicle Registration

- A. Enrolled students, faculty, staff, employees of vendors, whether full-time and part-time, who operate and park a vehicle on any College-owned or leased property must register and properly display a valid parking decal on their vehicle. Online, distance education, continuing education/workforce students, and others who park their vehicle on campus are required to also register their vehicle and display a valid parking decal or permit.
- B. Parking decals can be purchased at any Campus Cashier or online through the College's Storefront. Registration of all vehicle and issuance of parking decals, temporary permits, and special parking permits is conducted at The Vehicle Registration Office. Individuals requesting any type of permit must have a clear record before permit can be provided.
- C. The individuals in whose name the vehicle is registered with the Vehicle Registration Department, and to whom the parking decal or other permit is issued is responsible for all parking and traffic fines associated with the vehicle, regardless of the ownership of the vehicle.
- D. Any parking decal or permit is assigned to the registered vehicle and is not transferable to any other vehicle. It is the responsibility of the decal or permit holder to report any changes pertaining to vehicle's ownership.
- E. There will be a grace period of seven (7) calendar days from the first day of classes for fall, spring, and the 10-week summer semester classes. For all 5-week semesters, a grace period of five (5) calendar days will be provided. During the grace period, the Department will not enforce violations pertaining to displaying a valid parking decal. All other parking and traffic violations will be enforced at all times. See College Procedure CHC-4 *Parking and Traffic Violations, Traffic Fines and Administrative Sanctions*.
- F. Registration of a vehicle does not guarantee a parking space.

II. Parking Decal Fees

- A. Individuals have the option to purchase the decal by academic year (September 1 to August 31) or by semester (Fall, Spring, Summer). See the EPCC Police Department website for appropriate fees.
- B. For each additional vehicle registered, the fee remains the same. The individual has the same option to either purchase the academic year or the semester decal.
- C. Lost or stolen parking Decals should be reported immediately to the Vehicle Registration Office, and a replacement may be purchased at the same fee. The College will not be held liable for lost or stolen decals. Once a parking decal has been issued, the fee is not refundable.
- D. Replacement of a parking decal may be obtained free of charge by turning in the parking decal to the Vehicle

Registration Office. Individuals requesting a replacement will need to register the new vehicle. If vehicle has no permanent license plates, the vehicle identification number (VIN) must be provided. The replacement of the decal free of charge will be valid only one time.

- E. The parking decal must be permanently affixed on the inside of the windshield, six inches above the dashboard on the passenger side. Motorcycles will be issued bumper type parking decals and must be affixed to the rear of the vehicle, as close to the license plate, where the decal can be easily visible.
  - If vehicle has an expired decal, it must be removed before placing the current one. Individuals may be cited for having an expired decal.
- F. It is the responsibility of each individual to update any change to their vehicle's information with the Vehicle Registration Department.
- G. The vehicle registration fee is non-refundable, even if the parking decal has not been issued.

### III. Parking Decal Exemption from Fees

- A. Continuing Education (C.E.) and Workforce students enrolled for 60 hours/6.0 CEUs or less per semester qualify to obtain a temporary permit at no charge for the duration of the class. Students enrolled 61 hours/6.1 CEUs or more per semester are required to register their vehicle and purchase a parking decal.
  - C.E./Workforce students must complete the Vehicle Registration Form and submit the form to any Vehicle registration office to obtain a temporary permit.
- B. Students, faculty, and staff who qualify under the Americans with Disabilities Act (ADA) of 1990, Purple Heart Recipients, and Disabled Texas Veterans may obtain one (1) parking decal at no charge. To receive the courtesy parking decal, the qualifying person must complete the *Parking Decal Fee Exemption Application* and submit the application to any Vehicle Registration Office with all required documentation to determine eligibility.
- C. EPCC Retirees may obtain two (2) parking decals at no cost. They may complete the *Parking Decal Fee Exemption Application* and submit the application to any Vehicle Registration Office. The Retiree decal is valid for three years.

### IV. Visitors and Guests of the College

- A. Visitors or guests of the College may park at any designated Visitor parking lot or may request a temporary permit free of charge at any of the Vehicle Registration Offices or online through the department email. A visitor or guest is anyone who is not a student, staff, faculty, or employee of a College vendor.
- B. Any Visitor or guest driving a registered vehicle with a current El Paso Community College (EPCC) decal shall park at any general parking lot.
- C. Visitors receiving a citation for not displaying a valid permit may have the fine dismissed by bringing or mailing the citation to any Vehicle Registration Office.

### V. College Employees and Work Studies

- A. A staff scholarship cannot be used to pay for the vehicle registration fee.
- B. Work studies will register their vehicle(s) as students.

### VI. Temporary Parking Permits

- A. Temporary parking permits are available at any Vehicle Registration Office to individuals with a current parking decal that will be utilizing a loaner or rental motor vehicle. A limit of three (3) temporary parking for up to two weeks per permit may be issued to an individual during the current parking decal period. If a loaner vehicle is going to be used for a period longer than six (6) weeks, an additional parking decal must be purchased.

- B. College vendors that are not working on campus and only come occasionally to EPCC, volunteers that are not classified as EPCC employees, representatives of other colleges or universities, and contractors may request a temporary permit at any Vehicle Registration Office.
- C. Departments may request temporary parking permits from the Vehicle Registration Office for their guests and visitors, with 48 hours' notice, prior to their campus activity or function.

VII. Parking Areas – General and Designated

- A. General parking areas are for students and the general public.
- B. Faculty and Staff Parking areas are designated by clearly posted signs.
- C. Disabled Parking has posted signs. A State-issued current placard or license plate must be displayed visibly by the person to whom the State-issued parking privilege was granted when parking on any disabled parking. Students, faculty, and staff are required to display a current EPCC parking decal in addition to the disabled placard or license plate.
- D. Service, Police, Loading/Unloading, College Vehicles, and Other Designated Parking are clearly marked and a special permit or authorization is required.