

SAFETY CODE

The Safety Code is the parking and safety manual for students, faculty, staff, and guests of The Master's University. The Department of Campus Safety oversees the safety code and reserves the right to revise, supplement, or rescind any portion as appropriate. The Safety Code is intended to supplement the student/employee code of conduct.

MOTTO

Psalm 127:1 "Unless the LORD guards the city, the watchman stays awake in vain."

VALUES

The Campus Safety Department is committed to compassionate servant leadership! Core Values:

- *Compassion:* Jesus said, love God first and love your neighbor as yourself (Matthew 22:36-40). Oh God - give us love to serve our students!
- *Servanthood:* Jesus said, the greatest among you must be your servant (Matthew 23:11-12). Oh God - give us humility to serve our students!
- *Protection:* Jesus said, greater love has no one than to lay down one's life for one's friends (John 15:13). Oh God - give us courage to protect our students!

SAFETY CONTACTS

- Emergency: dial 911, but if you do not directly contact safety we will not be aware of the emergency until the outside authorities arrive. Safety officers are trained as first responders, call us direct!
 - Guard Shack (Landline) : 661-362-2500
 - Shift Supervisor (Cell): 661-713-7561
- Main Guard Shack/Gates: Entrance to the residence halls
 - Please be prepared to stop and identify yourself if you do not have a paid parking permit to activate the entry gate to the dorms.
- Campus Safety Administrative Office: Across from the Business department on the North Academic campus. Appointments are encouraged.
- Department Leadership

- Director, Bryan Kortcamp: 661-362-2687, bkortcamp@masters.edu
- Lieutenant, Kurt Fillmore: 661-362-2689, kfillmore@masters.edu
- General Inquiries: campussafety@masters.edu (general questions, call the on-duty supervisor for timely issues)
- Permit Questions: parkingpermits@masters.edu (for timely permit issues and questions, call the on duty supervisor)
- Web: <http://www.masters.edu/campussafety>

OUTSIDE AUTHORITIES

- **Emergency Response: 911**
 - Los Angeles County Sheriff's Department (LASD): Non-emergencies dial (661) 260-4000. The Santa Clarita Sheriff's station is located 7.2 miles from campus at 26201 Golden Valley Road
 - Los Angeles County Fire Department (LACFD): Non-emergencies dial (661) 259-2111 (fire dispatch). Station #73 is located 1 mile from campus at 24875 Railroad Avenue.
- Hospital ER: Henry Mayo Hospital, 23845 McBean Parkway Valencia, CA 91355 (661) 253-8000

MUSTANG ALERT

In the event a significant emergency occurs or a timely warning (Clery Act) is needed for the campus, text messages will be distributed to all registered users to communicate important instructions on how you should respond. Please opt-in and register for Mustang Alert to receive the emergency messages at: [Self-service/ my profile/ phone numbers](#) and add your cell number to the top of the contact list.

GENERAL RESPONSIBILITY

- **General:** Please drive with due care for the safety of pedestrians and other motorists and educate guests on the applicable rules. Operation of a motor vehicle on campus driveways and parking lots should be in general accordance with the California Vehicle Code (CVC). Bringing a vehicle to campus is a privilege, not a right.
- **Park at own Risk:** TMU is not responsible for damages due to accident, criminal action, sporting event, or natural disaster. You must have adequate insurance to avoid any personal liability.
- **Parking Permits:** Permit sales site: [TMU Permit Sales](#)
 - All students and employees who bring a vehicle to campus must purchase and display a current Mustang Permit.

- o Parking permits must be displayed on the first day of classes.
- **Parking Tickets:** Any violation of the safety code may result in a fine. Payment and appeal options are available at the links provided at the permit site: www.permitsales.net/TMU.

GENERAL SAFETY

- **Acts of God:** Campus safety and other student life staff train annually in emergency response and disaster response and maintain certain emergency supplies for your safety.
 - *Earthquake:* Southern California experiences its fair share of ground shaking. Most of these earthquakes can be felt for 3-5 seconds and do not result in great damage. If you experience an earthquake remember to "Duck, Cover, and Hold" by getting under a sturdy object until the shaking stops. Anticipate potential aftershocks and do not run immediately outside of buildings where debris may fall.
 - *Flooding:* Because of the general drought conditions, when it does rain in Southern California it tends to immediately flood surface streets because of clogged drainage ditches. When you cross these streets, your shoes may become wet so please bring a pair of rain boots for those rare days! When driving through water filled streets, please slow down and remember to tap your brakes periodically to dry them out after you drive out of these areas. There is a wash/ditch that runs behind the North campus, leading to a rural part of the canyon. Do not attempt to drive across the wash when it is flooded, cars have been known to become stuck and that can be potentially life threatening!
 - *Wildfire:* If you see smoke billowing in the area, please call campus safety. If you see flames, immediately call 911 as well! Fires are common within the greater Los Angeles area due to the semi-arid nature of our terrain. Even if we are not directly impacted by a fire in the greater LA area, we will likely be indirectly impacted with poor air quality for a few days. Those with medical conditions or asthma should purchase their own surgical masks and wear them when air quality is diminished. If a fire threatens our campus we will push out emergency information via *Mustang Alert* and will be assisted by outside authorities (Fire/Police) in the area of the campus to gather and wait for the fire to be contained (not our first rodeo).
- **After Hours Building Access:** Outside of general business hours, Mon-Fri b/w 8AM - 5PM, only employees and/or work study students with their own assigned key are permitted to enter or remain within closed administrative buildings. Safety makes routine patrol sweeps through the buildings after

business hours to lock exterior doors and may question you as to your permissions to remain (if you are an employee and safety does not recognize you - please be courteous to explain who you are). If you are authorized to be inside after hours as a work study student, you do not need to check in with safety but you may be asked about your role as well so please be prepared to explain your role to us. If you are not an employee or work study, you must leave the buildings after hours or must be on a reservation calendar maintained by departments that will communicate written permission for safety. If you were given "verbal permission" only, you will be asked to leave. Faculty/staff should ensure administrative assistants take the time to grant electronic access via the calendar, and do not call safety and expect accommodations in the moment as the officer may not know you personally. Be sure you request a temporary alarm code if your area has a burglar alarm after hours, and you should request that in advance from the administrative office by email and not the guard on duty.

- **Fire Alarm:** Anytime a fire alarm sounds, it is safety's expectation that you immediately gather your backpack and leave to gather with others outside, a safe distance away. Safety will respond to check on the reason for the alarm and reset it, and because LA County Fire is so close to our campus (1 mile), they often come out to check on it as well. If you are sure of the source of the alarm (dirty smoke detector, burned popcorn, etc), please IMMEDIATELY call safety so we can be informed and possibly avoid a needless trip out to campus by fire for a false alarm.
- **Burglar Alarm:** If a burglar alarm sounds as you enter a building, please step outside and call campus safety (not outside authorities) as we receive automatic notifications and will be responding to check the property area.
- **Clery Act:** Campus safety prepares the annual security and fire safety report in line with the Clery Act requirements. The report is made available each Fall, here: www.masters.edu/campussafety.
- **Crosswalks:** When crosswalks are provided, please use them and do not walk over or through the planters. Pedestrians must cross surface streets to get to classes and will need to look both ways to ensure vehicles are slowing to a stop before stepping out in front of them. This is a university campus, not an elementary or secondary school, and you are expected to take responsibility for your own safety when crossing streets. Campus Safety provides limited traffic control for peak events.
- **Firearms Prohibited:** It is a felony to knowingly possess a firearm, loaded or unloaded, on university premises (Penal Code 626.9). To avoid criminal and/or disciplinary action, students and employees who believe they meet legal exceptions must make an appointment with the Director of Campus Safety prior to bringing a firearm on the grounds of the university.
 - Note: Campus Safety does not prohibit students or employees from carrying a small and legal sized folding pocket knife, or possessing a small canister of pepper spray in your purse or vehicle for personal protection. The student and employee handbook is your final guide for authorization, and no permission is given or implied in this policy.
- **Golf Cart Safety Program:** No one may operate a golf cart on the premises as a student or employee without approval from the administration and/or campus work purposes. Please be prepared to show

liability insurance from a respected carrier. Please see a department manager for more information on the operation of golf carts. The training program is available on our web page:

www.masters.edu/campussafety.

- **Guard Shack/Gates:** New gates are installed at the guard shack, which will require a Mustang Permit to open the entry gates, when Campus Safety is not present to staff the gates and speak with a party. Students are expected to purchase a Mustang Permit to park and access the residence hall lots by vehicle. When Campus Safety is not present to register guests at the gates, the entry gate will be locked except to enrolled students and employees with purchased Mustang Permits. The area behind the guard shack has been widened to allow a safe U-turn, and your party can park in the Vider lot and wait for you, or if it is during business hours across the street by the Trophy Coffee shop. If you do not purchase a Mustang Permit prior to the first day of classes, it will likely not arrive for 7-10 business days but you should immediately print off the temporary that is emailed to you after purchase (display on your dash) and you will not be ticketed as long as you follow the other parking rules. Purchase your Mustang Permit!
- **Lost/Found Depository:** No person is obligated to take charge of a lost item, but anyone who does is obligated to take reasonable steps to inform the owner, if known, or bring it to one of the two designated campus safety lost/found locations.
 - **Valuables/Guard Shack:** Please bring the following lost/found items directly to the guard shack or administrative safety office: University ID or Driver's License, cash, money, debit/Visa cards, jewelry, or electronics (computers, phones).
 - **Non-Valuables/Gym lobby:** Please bring the following lost/found items directly to the blue honor box in the lobby of the gym (outside the lobby restrooms): Articles of clothing, footwear, books, school supplies (even Bibles). Anyone may check inside the HONOR box anytime something is lost, but anything removed that does not belong to you is stealing.
- **Meadview:** Do not park on side streets. You will be ticketed if you park here for overflow for chapel or classes. Find another parking lot, such as North campus.
- **Parking Lots:** The parking lot driveway leading up the dorms is steep and the speed limit is 10 MPH. Please use extreme caution coming down the hill, especially as you approach the curve behind the guard shack where the gates are located. This section of the hill may be slippery when wet.
- **Placeritos Boulevard:** Speed is enforced by LASO and/or Campus Safety for students.
- **Placerita Canyon Road:** Speed is enforced by Campus Safety for students.
- **Quigley Canyon Rd:** Speed is enforced by LASO and/or Campus Safety for students.
- **Ridge Trails/Wash:** The trail leading from the dorms to the cross **should not be used after midnight and before sunrise by students**. It is not recommended you go down into the lower wash (over the hill and down behind the dorms) for exercise. Transients frequent the washes in Santa Clarita and safety is

unable to regularly patrol it due to its proximity from campus and the nature of the terrain. There are plenty of good surface streets to walk on in front of the campus and/or trails in the city.

- **Standing (Vehicles):** Do not "stand" a vehicle in a handicap, designated/named space, faculty/staff/reserved space, fire lane, or in the roadway as to obstruct pedestrians or other vehicles.
 - Note: Campus Safety does not immediately ticket students "standing" vehicles in fire lanes by the residence halls, BUT someone must be inside and available with keys to move in an emergency. Campus Safety will ticket any unoccupied vehicle in a fire lane so plan ahead.
- **Student/Staff Escort:** Campus Safety cannot guarantee escorts b/w points on campus. If we are unable to accommodate because of minimum staffing, you may text the supervisor cell phone when you begin and end your walk b/w points. You may also consider calling a friend on campus, let them know where you are walking from and to, and keep them on the phone and talk to them as you walk.
- **Video Monitoring:** CCTV monitoring is used on the campus and in the public spaces to identify safety concerns affecting employees and students or customers, maintain quality control, detect theft and other misconduct, and discourage or prevent acts of harassment and workplace violence.
- **Video Presentation:** Students and employees are encouraged to view an excellent training presentation from another university, here: [Run/Hide/Fight](#).

PARKING PERMITS

- **Display:** Students and employees are required to display valid parking permits at all times beginning the first day of classes through finals week and any post-session classes. The Mustang Permit is to be hung from your rear view mirror, front facing out, and since it is mailed to you after purchase (allow 7-10 business days) you will have a temporary to print out and place on your dash to avoid a citation.
- **Mustang Permit**
 - Mustang Permit is the permit required for traditional program students who intend to regularly bring a vehicle to campus, including those taking virtual or online courses. Those not enrolled in the traditional program, but in the online program, may email for other options if not regularly on the campus.
 - The cost of the permit covers one semester but if you enroll for fall and spring semester you will obtain your second semester free. No proration or refund is provided, there is one cost up front and is shown on the permit sales site. If you are purchasing a permit for a housing status that does not match your official approved status (resident or off campus) it is your responsibility to email campus safety to explain the electronic glitch before making your purchase.
 - Mustang Permit is transferable to any vehicle you intend to bring to campus but may not be loaned, sold, or allowed to be used on vehicles brought to campus not owned or properly assigned to your account. There is no "sharing" of permits between different student vehicles.

This is permit misuse and your permit will be revoked and fines issued. To add additional vehicles to your account to swap the permit in/out of multiple cars you bring, go back to the sales site for more information.

- Mustang Permit issued to employees is for employee use only. Dependent students are required to purchase and display their own Mustang Permit at all times when bringing a vehicle to campus. Violations will be ticketed to the student's account and required to be paid.
- Mustang Permit is offered in three different designs (employee, resident, off campus). Unless you are borrowing a friend's vehicle with a valid display of their permit, you are prohibited from taking another's permit and displaying it on your vehicle.
- Mustang Permit is the only permit that automatically opens the entry gates to the dorms, so if you plan to bring a vehicle to campus pre-purchase your permit and plan to wait 7 days for it to be mailed to you. While you can park immediately with a print out for your dash that is emailed to you, the gates will only open for the placard mailed out.
 - ***What happens if I have a Mustang Permit displayed and want to get up to the dorms?***
 - The gates will automatically open as you approach and briefly stop in front of them. On the way out the gates always open, but you do have to briefly stop in front of them.
 - ***What happens if I do not have a Mustang Permit displayed and want to get up to the dorms?***
 - If Campus Safety is staffing the guard shack, briefly stop and explain who you are (ID ready if requested) and why you do not have a paid parking permit. You will be allowed to proceed but tickets will be issued for patterns of non-compliance for permits.
 - ***What if Campus Safety is not present at the guard shack and I can't get up to my dorm?***
 - You will need to perform a U-turn around the back of the guard shack and find a parking space and walk to your dorm.
 - Residents who leave vehicles parked on lower campus must remove them to the dorm area b/w Mon-Fri 8 AM - 5 PM or will be cited.
- **Injury Pass:** Injury passes are free temporary passes issued to resident students by the nurse or athletic trainer and allow the privilege of parking on lower campus during regular business hours.
 - Injury passes are NOT a substitute for a Mustang Permit and traditional students using them without a Mustang Permit displayed will be ticketed.
 - Injury passes are only intended to be used for short term use but may be transferred to any

vehicle you ride in as a passenger as long as that vehicle is properly assigned a Mustang Permit.

- Off campus and non-trad students are not issued, nor do you need an injury pass.
- Do not park in handicap spaces, disabled spaces, or staff spaces.
- Injury passes do not activate the gates at the guard shack, please be prepared to show student ID to the guard.
- **Employees:** You receive 1 complimentary Mustang Permit per school year. Please go to the permit sales site at: [TMU Permit Sales](#) and create your account and then register all vehicles you intend to bring to campus. You may transfer your Mustang Permit to any vehicle you personally bring to campus. We regret that dependent students may not display your Mustang Permit, unless you accompany them each day to/from campus and always share the ride. Students are required to purchase and display their own permits.
- **Guests:** Guests should not park in marked spaces for faculty/staff during regular business hours, or park in designated spaces by name/title 24/7/365. Please instruct guests to park in visitor spaces or the unmarked commuter spaces and in compliance with our Covid-19 restrictions they must walk directly to the welcome center for screening during business hours and after hours the campus is closed.
- **Questions/Concerns:** Email parkingpermits@masters.edu

VIOLATIONS (LISTED ON TICKETS)

- 01 **UNLOCKS:** If you misplace your dorm lounge/room key, Campus Safety will assist you. Students who misplace personal items in administrative buildings or classrooms, may contact safety for assistance. Both of these calls for service incur a small fee, billable to your student account.
- 02 **LATE ARRIVALS:** After midnight all vehicles and persons intending to access the residence halls from the guard shack will be required to stop and show student ID. Failure to display your ID will result in a small fine and slow entry as Campus Safety needs to take extra time to electronically search for your student status.
- 03 **RESIDENT PARKING RESTRICTION:** Resident students may not park on lower campus b/w Mon-Fri from 8 AM - 5 PM. No accommodation is given for lack of entry to the gates to the dorms, employment, or routine appointments, driving direct from home, and you are expected to arrange all responsibilities GUESTS round your housing parking rules. Search this document for "standing" a vehicle, as an exception.
- Note: On the holidays when staff have the business day off (certain holidays), on the weekends (Sat-Sun), and on days in which classes are cancelled, residents may park on lower campus. Please note - days in which classes are cancelled the staff do come to work and need to park in the smaller lots like Vider and RCSM, so be courteous to keep this privilege. "Rainy" days are not parking on lower campus days, unless Campus Safety puts out an email because of the nature of the storm. Bring rain boots and an umbrella!

- 04 **PERMIT/FAILURE TO DISPLAY:** Employee and/or students must register all vehicles they intend to bring to campus and display their assigned Mustang Permit or in certain limited situations (short term permit).
- 05 **PERMIT/IMPROPER DISPLAY:** Employees and/or students must properly display their Mustang permit at all times on their vehicle (not backwards, in the rear window, side window, upside down, etc).
- 06 **PERMIT/MISUSE:** Students are prohibited from registering or adding vehicles to their account for use by other students. This is a misuse of the permit system. Students are prohibited from sharing permits for use by students on unassigned/unregistered vehicles or on vehicles separately registered on other accounts (to allow circumvention of parking restriction rules). This results in not only fines for the operator but the registered permit holder will have that permit revoked and required to purchase another. Do not loan, share, sell, or otherwise give your permit to another. It is solely for the car(s) assigned to your account, and no other students may have their cars "added" to your account or all will be disciplined.
- 07 **PARKING PROHIBITED:** Only park in campus parking lots between two parallel white lines, and not on side streets, in the dirt, hashed areas, painted curbs, on sidewalks, or where parking is not designated with spaces.
- 08 **DESIGNATED PARKING:** Do not park in spaces designated for faculty/staff or by title or name. While faculty/staff spaces are available for parking outside business hours, those few spaces designated by name or title may not be parked in at any time by you or your invited guests.
- 09 **FAILURE TO OBEY:** Obey Campus Safety officers who are officially discharging their duties and providing traffic/pedestrian control, direction, or instructions. When cones, signs, caution tape, or other attempts are made to reserve spaces or bar entry to parking lots, do not move or park in those areas.
- 10 **FIRE LANE:** Do not park in red curbed fire lanes but keep them clear for emergency vehicles. It is important to know the distinction between how Campus Safety defines vehicle "standing" vs "parking" as it relates to general safety and enforcement. Vehicles left in these spaces may be towed without notice.
- 11 **HANDICAP:** A DMV issued placard is required to stand or park in designated disabled spaces. Do not use these spaces for temporary drop off/pick up, or you may be ticketed. Vehicles left in these spaces without properly issued DMV placards may be towed without notice.
- 12 **OTHER:** Additional violations may be ticketed as "other" on printed tickets, and include but are not limited to:
- **Abandoned Vehicle:** Abandonment of a vehicle after the conclusion of the semester, or when no longer enrolled or employed. Always leave your Mustang Permit displayed! Do not "store" a vehicle on campus for extended periods without permission or permit display as vehicles have been towed.
 - **Alcohol/Drug Offenses:** The employee/student code of conduct outlines disciplinary procedures for these offenses, but Campus Safety may cite anyone found in possession.

- **Athlete Parking:** Student athletes do not have special parking exemptions. Do not park your vehicle on lower campus overnight as a resident student. Off campus students are strongly encouraged to park over in the north academic parking lot when leaving a vehicle overnight for trips (near where the buses load).
- **Automotive Work /Car Wash:** No major maintenance may be done on cars on the property. Please use a local car wash, not the campus lots, to clean your car.
- **Bicycle Storage:** Bicycles left on campus over the summer break are considered abandoned and will be disposed of irrespective of value.
- **Bicycle Safety:** Bicyclists are required to operate with due care for pedestrians and other motorists and comply with laws for bicycle operations.
 - Helmets are encouraged but only required in accord with the law (age related).
 - Drive slowly on the sidewalks, pedestrians have the right of way.
 - Please use a sturdy lock (U-lock type) and lock your frame (not just your front or back wheel) when you leave your bicycle out. Thefts do unfortunately occur.
 - Do not leave a bicycle blocking a stairwell, sidewalk, entrance/exit of a building. Safety may cut off your lock and will not reimburse you.
 - Bicycles MUST NOT be driven on the hill by the dorms. They must be locked at lower campus at the provided bike parking locations.
- **Chapel Overflow:** Parking overflow for chapel is the North Academic campus not Meadview, this is cited. There is no street parking allowed. Park in another parking lot and walk.
- **Double Parking/ Parking Obstruction:** Do not double park or stop or obstruct traffic.
- **Drones or Unmanned Aircraft System (UAS):** Recreational and hobbyist use of drones and UAS on the property is prohibited, except when approved and used by the marketing department for official campus uses (under the supervision of trained pilots).
- **Emergency Exits:** Emergency exits are marked and should not be exited unless in an emergency. Alarms may be triggered and/or silent notifications for campus safety with fines.
- **Failure to evacuate (fire alarm):** Willfully ignoring a fire alarm will result in a fine. If your dorm fire alarm sounds, evacuate immediately.
- **Failure to return key:** If you are authorized to sign for a key to a building at the guard shack, you may not keep it overnight.
- **Finals Week:** Normal parking rules apply unless Campus Safety communicates an exception.
- **Fire Code:** The state Fire Marshall visits the campus frequently throughout the school year and inspects all areas to ensure fire code is being followed. Security/Plant Operations may also inspect for fire code violations and/or issue fines.

- **Habitual Offenders:** The Director of Campus Safety reserves the right to revoke any parking permit belonging to anyone and/or restrict the privilege to bring a vehicle to campus for patterns of citations or egregious violations of the safety code.
- **Headlights Required:** After dusk and before dawn motor vehicles must use headlights.
- **Staff Holidays/No Trad Classes:** TMU holidays, weekends, and days with no traditional classes scheduled, security allows the resident students to park on lower campus.
- **IBEX:** Students attending IBEX may store a vehicle on campus but must purchase and display the Mustang permit and fill out a vehicle storage form with security.
- **Inoperative Vehicles:** If you cannot operate your vehicle anymore, please contact the Director of Campus Safety.
- **Motorcycle Helmet:** Driver and passenger are required to wear a lawful helmet when riding a motorcycle.
- **Motorcycle Parking Violations:** Please find a parking space, but we are open to some non-traditional areas for motorcycle parking, but not fire lanes or near/on buildings or sidewalks. Resident students with motorcycles have no exception for lower campus parking.
- **Obstruction:** Do not park or "stand" in an entry/exit driveway or otherwise block the lawful travel of vehicles - including at the guard shack.
- **Off-Campus Student Parking:** The unmarked spaces on lower campus are for parked vehicles bearing a Mustang Permit registered/assigned to an off campus housing student. Campus Safety does not ticket guests or employees who use these spaces for overflow, so understand these are first come/first serve spaces and you may need to park in a different lot to walk to class (especially, RCSM, which is a small lot).
- **Operations/Security Personnel:** Plant operations/security may park in fire lanes, no parking areas, if needed to accomplish their mission.
- **Other Transportation:** No hoverboards are allowed but slow moving electric/human powered type boards and bicycles are allowed if used with due care for pedestrians and motorists. We have ***strict rules*** about boards or scooters staying out of parking lots and roadways, only use these on sidewalks. Bicycles should generally stay OFF sidewalks and ride the roadways, but this is not a strict rule as long as care is taken for pedestrians. Hoverboards are banned in general anywhere on campus and if found in campus housing facilities or campus buildings are subject to immediate confiscation due to the extreme nature of fire hazard. Do not bring them to campus.
- **Overloading:** Do not allow more people to get into your vehicle than can legally use the seatbelts.
- **Overnight Parking Prohibited:** Do not park overnight on lower campus as a student. Off campus student athletes leaving on overnight trips are required to park in the north academic campus

lot, not the gym lot. Plan ahead.

- **Painted Curbs:** Red curbs represent a fire lane. Blue curbs represent disabled parking. Yellow curbs represent timed parking for commercial purposes (20 minutes). Please only park in these spaces in accordance with those rules for the allotted purpose.
- **Parking Space:** Yes. We must define a parking space. It is two parallel white lines and your motor vehicle is meant to park completely between them or you must find a different space. You will be cited for "no parking" if you park in areas outside of those spaces, unless that violation is otherwise better defined in the code.
- **Placerita Bible Church:** No overnight parking at PBC and Campus Safety patrols the lot at their request.
- **Prohibited Weapons:** If you have a weapon or replica weapon that is not approved by Campus Safety you will be cited and have that item immediately confiscated. You will be subject to any potential disciplinary and/or potential arrest/prosecution.
- **Registered Owner/Account User Responsibility:** The account user that has a permit registered to a vehicle in the system is ultimately responsible for any violation associated with that permit, irrespective of whether it is on your car or is misused by loaning it out for another student's use on their personal vehicle.
- **Requirement for Driver's License:** No one may operate a motor vehicle without a legal driver's license appropriate for that class of vehicle.
- **Requirement for Registration/Insurance:** Maintain your home state registration and insurance.
- **Resident Director Spaces:** Resident Directors have designated spaces near the dorm. Do not park there without their explicit permission.
- **Resident Parking Restriction:** Resident students are prohibited from *parking* a vehicle on lower campus, Mon-Fri, 8:00 A.M. to 5:00 P.M (business hours). No accommodations are offered for work/class conflicts. It is every resident student's responsibility to understand your parking situation during regular business hours, so please arrange your work/class schedule to allow you to come and go and park where you are supposed to. "On campus" employment does not exempt you from this rule.
- **RV Parking:** No one may park an RV overnight on the property without advance permission from the Director of Campus Safety. Signed waivers are required in advance, no hook-ups are provided, and there is no guarantee of space availability. There are other places in Santa Clarita that offer free overnight parking services for RV's, such as Walmart.
- **Seat Belts:** CA law requires seat belts - please wear them on campus.
- **Second Vehicle Restriction:** If you are a student you may not bring/park more than 1 motor vehicle on campus.

- **Signs/ Pavement markings/ Painted curbs/ Cones or Safety Devices:** Obey all posted signs, pavement paint, painted curbs, and cones, traffic control and other safety devices and caution tape. Do not move these. If you believe it is a "prank" call campus safety and we will tell you and/or come remove them ourselves.
- **Skateboards, Longboards, Scooters, Skates and other similar forms of transportation:** In general, anywhere a car may go (parking lots, roadways around campus, driveway up/down dorms) a skateboard or other similar scooter, is PROHIBITED. This is a strict rule. You may only ride these on sidewalks, never on the roadways around campus or in parking lots or by dorms, or on ramps, etc. We strictly enforce this rule. Leaving a sidewalk on lower campus? Pick up your board, you can't ride it anywhere else.
- **Staff/Reserved Spaces:** The parking spaces marked "reserved" or "staff" are designated for Master's faculty or staff between Mon-Fri, 8:00 AM - 5:00 PM. Instruct your guests to not park there during those hours either. This is cited as "designated parking" when violated.
- **Street Parking Prohibited:** The streets around the campus are not for student use. There will not be signs posted in these locations, just understand we expect you to park in campus parking lots and not side streets.
- **Sound Amplification Devices:** Sound amplification must not be heard outside your vehicle from 50 feet away. Turn your music down when you enter campus as a courtesy to the community.
- **Special Events/Parking Restrictions:** Normal after-hours parking for students may be changed or restricted for special events on campus. At such times we will communicate to the student body and expect cooperation.
- **Speeding/Reckless:** The campus wide speed limit is 10 mph, *but only 5 mph past the guard shack*. It is particularly dangerous to speed in the parking lots by the dorms as students throughout those areas.
 - Note: We consider unnecessary "peeling out" a reckless offense and cite it under this same violation. Any improper driving we deem unsafe and/or reckless (such as intentionally running a stop sign at speed into campus, or driving backwards up the hill by the dorms, or street racing on nearby streets, will not be tolerated).
 - If egregious, your parking permit may be revoked by the Director of Campus Safety.
- **Tampering with life and safety equipment:** Devices installed in and around campus for fire safety (fire extinguishers, emergency exit alarms, video monitoring) are not to be removed, covered, or tampered with for other than their intended use. This is a serious fine. Using a fire extinguisher on another person is a criminal offense and will result in fines, criminal prosecution and campus disciplinary action.
- **Texting while Driving:** Please do not text and drive on campus, we all know better.
- **Trailers/Truck & Camper Shells:** We do not allow long term storage of a camper shell or a

trailer. If you want temporary permission, contact the Director of Campus Safety and we may be able to arrange an overnight type situation on the North Academic campus but not for long periods of time.

- **Transport/Riding in Truck Bed:** Do not allow anyone to ride in the back of your pickup truck on campus unless on official business with due care. Anyone riding in the back of a pickup truck, not on official business, may also be cited.
- **Unattended Vehicle:** Do not leave the engine running on your vehicle and leave it parked or standing unoccupied. This is not Alaska - but southern California. No one needs to warm up their engine block or vehicle!
- **Vehicle Storage Policies:** Over the summer break we post a storage form on our web page which has instructions for those eligible to park a vehicle over the break for a fee. The form will be made available at: www.masters.edu/campussafety.
 - Ibx students will need to use this form, in addition to displaying a Mustang permit. The storage fee will be waived in that specific situation as you have purchased a permit, unless stored over the summer break like other students (fees apply).
 - Summer Break Storage: Students must be enrolled for the Fall semester.
 - A signed liability waiver is required, a fee will be billed, a key must be left, and the vehicle parked where directed (usually down near the tennis courts).
 - No guests are allowed to store vehicles on the property for the summer.
 - Chorale/Go Team trip members are eligible for a fee waiver while parked on campus but if looking for storage the remainder of the summer, a fee will be required.
 - Employees - no fee is required for temporary parking, but you do need to fill out the form, leave a key, and park where directed. If looking to store a vehicle all summer, that is not generally allowed but you may email the Director of Campus Safety.
- **Visitor/Guest Parking:** Spaces designated for visitors or guests may only be used by these persons Mon-Fri 8 AM - 5 PM, otherwise they may park in non-staff spaces during business hours if more convenient. Due to Covid-19 restrictions guests may only be on campus during regular business hours, after being screened at the welcome center and given an ID badge. The residence halls are strictly off limits during this time.
- **Wrecked Vehicles:** If you are in an accident, please instruct the tow truck operator to bring your vehicle back to their storage lot and then drop you off (or arrange a pick up) at the garage. We cannot accommodate wrecked vehicles on campus. Violations will be promptly addressed.

TICKET PAYMENT/APPEALS

- **Tickets/Citations:** Campus Safety is authorized to issue written tickets or citations for violations of the

Campus Code. Absent inclement weather, guards leave your copy of the ticket on parked cars under the windshield wiper (driver's side). If it is raining, guards may leave it in your on campus mailbox. Please review our values statement. We desire heart transformation for you, not mere adherence to the law.

- **Ticket Payment:** Please promptly pay all tickets (after you receive the follow up email with citation number) at the permit sales site, as instructed there: [TMU Permit Sales](#)
 - If you purchased a permit and/or are driving a vehicle registered to your account, within 1 business week you will receive a follow-up email to the ticket providing instructions for payment or appeal via the permit sales site: [TMU Permit Sales](#) Please allow up to 1 business week for your ticket to be processed and receive a follow up email from our office.
 - If you do not receive any notification by email after your ticket, email campussafety@masters.edu and/or the Director of Campus Safety or the citation will be locked at 21 days and billed to your student account without additional notice. If you wish to handle this appropriately yourself, we recommend immediately purchasing your required parking permit and then email and request instructions for payment. After we associate your vehicle with the ticket, you will be able to process a payment online as required OR provide an appeal.
 - 3rd plus offenses for the same offense, in one school year, result in double the fine shown on your copy of the ticket. This is calculated after your ticket is processed in the office, not in the field
 - Failure to pay a ticket online within 21 days will result in a late fee and forwarding to student accounts for billing. The billing cycle sometimes runs 1-2 months later but will be processed.
- **Ticket Appeals:** Students may appeal citations using the reasonable considerations guideline for appropriate appeal reasons. Ticket appeals are accepted online at the permit sale site: [TMU Permit Sales](#) at the same link where you pay tickets. Employees and guests do not require an appeal, unless that citation was issued to a student (who may wish to appeal in case we associate it with your account - especially if known to be the driver).
 - **Reasonable Considerations:** Appeals will be decided based on the totality of the circumstances, as follows:
 - The clarity of the written code(s) in question
 - The clarity of the parking space lines, signs, or curb paint in question
 - The biblically principled nature of the appeal presented to the decision maker
- **Ticket Appeal Decisions:** Appeal decisions are decided by the Director or Lieutenant of Campus Safety, unless personally issuing a ticket. There may be additional questions asked following your written appeal so please watch the email thread after posting your appeal. Once a final decision is made, you will be notified and the ticket will be marked as final. You are always welcome to personally come in and talk about the decision made by the decision-maker. Please consider the same Biblical principles for an appeal online (as we will consider the principles for decision makers) in any personal meeting.

- Students, please prayerfully consider these Biblical principles in making an appeal:
 - Be honest in presenting one's case (Proverbs 19:5).
 - Be gentle in one's approach (Proverbs 15:1)
 - Be patient when wronged and not resentful (2 Timothy 2:24).
- Decisions makers, please prayerfully consider these Biblical principles in deciding an appeal:
 - Above all, love each other deeply, because love covers over a multitude of sins (1 Peter 4:8)
 - Do not let any unwholesome talk come out of your mouths, but only what is helpful for building others up according to their needs, that it may benefit those who listen.(Eph. 4:29)
 - For those whom the Lord loves, He disciplines (Hebrews 12:6)
- **Ticket Appeal/Final Decisions:** The decision maker final decision will fall in line with one of the following four considerations:
 - **Void** - The appeal is granted, no fine is required, and the ticket will not count toward 3rd+ offense calculations.
 - **Warning** - The appeal is granted, no fine is required, but the ticket will count toward 3rd+ offense calculations.
 - **Reduced** - The appeal is denied, a fine is required but it is reduced. Unpaid tickets are assessed a late fee and billed to your student account.
 - **Upheld** - The appeal is denied, a fine is required and must be paid in full. Unpaid tickets are assessed a late fee and billed to your student account.

PERMIT FEES

PARKING PERMIT FEES	
STUDENT - Mustang Permit *Required for all TRAD	\$250
STUDENT - Mustang Permit *Non Trad who regularly bring a vehicle to campus and want residence lot entry vs. purchase weekly short terms.	\$195
STUDENT - Additional Mustang Permit (TRAD/NON TRAD)	\$25
STUDENT -Short Term Permit *Only available to select non-trad, 7 day pass available only, must email for link: parkingpermits@masters.edu	Available by request only
EMPLOYEE - Mustang Permit	Complimentary
EMPLOYEE - Additional Mustang Permit	\$10

FINE SCHEDULE

Frequent Fines/Violations	*3rd+ offense doubled for same offense/same school year
Unlock/Fee	\$10
No ID/ Late Arrival	\$10
RES Parking/ Lower Campus	\$50 (3 rd offense \$75) (after 5 \$100)
Failure to Display/Permit	\$50 (3 rd offense \$75) (after 5 \$100)
Improper Display/Permit	\$25
Permit Misuse	\$50
No Parking/Street parking	\$25
Designated/Staff Parking	\$25
Fail to Obey/ Officer or Traffic Control Device	\$35
Fire Lane	\$35
Handicap Parking Only	\$35
OTHER VIOLATIONS	*3rd+ offense doubled for same offense/same school year
Abandoned Vehicle	\$100

Alcohol/Drug Offenses	\$100
Automotive Work/Car Wash	\$10
Bicycle Storage	\$10
Bicycle Safety Violations	\$10
Building Access	\$10
Drones (Unmanned Aircraft System)	\$10
Emergency Exit Violation	\$50
Failure to return key (overnight)	\$10
Failure to evacuate (fire alarm)	\$25
Fire Code violations (non-motorized)	\$10
Headlights Required	\$25
Motorcycle Helmet Required	\$25
Motorcycle Parking violations	\$25
Obstructing Traffic	\$25
Off Roding violations	\$50
Other Transportation Devices (prohibited)	\$10
Overloading a motor vehicle	\$10
Overnight parking on lower campus	\$20
Painted Curb violations *except fire lane	\$25
Parking Space/Line violations	\$25
Placerita Bible Church/ Overnight violation	\$25
Prohibited Weapons	\$100
Requirement for Driver's license	\$25
Requirement for Registration/Insurance	\$25
Resident Director Parking Space violation	\$35
Seat Belts Required violation	\$10
Second Vehicle (RES) violation	\$100
Signs/Pavement Markings/Cones/Safety Devices violations	\$25
Skateboards/Longboards/Scooters/Skates/Other similar forms of transportation violations	\$10

Sound Amplification Devices violations	\$10
Special Events/Parking Restrictions violations	\$25
Speeding/Reckless	\$35
Tobacco/Vape	\$35
Tampering with life/safety equipment	\$100
Texting/Driving	\$10
Trailers/Camper Shells violations	\$10
Transport/Riding in Truck bed	\$10
Unattended running vehicle	\$25
Vehicle Storage *summer fee	\$100
Wrecked Vehicle/ Environmental Impact violations	\$25
Standard Fine *Any other published code	\$25