

**PALOMAR COMMUNITY COLLEGE DISTRICT
VEHICLE ACCESS ON SIDEWALKS REQUEST FORM**

<Non-emergency vehicles are not allowed on the sidewalks between the hours of 7:30 a.m. to 1:30 p.m., Monday through Saturday. Failure to follow District policy and procedures will result in expulsion from the campus and future access requests will be denied.>

TO: FACILITIES

REQUESTING DEPARTMENT: _____ **DATE:** _____

SEMESTER: FALL SPRING SUMMER

Event/Sponsor	Vehicle ID/Description	Access Date/Time	Desired Access Route
Escort Name	Email: _____ Phone: _____	Department Chair/Director Approval	
FACILITIES USE ONLY			
Permission to drive/park on lawn: <input type="checkbox"/> Approved <input type="checkbox"/> Denied Final Approval: <input type="checkbox"/> Yes <input type="checkbox"/> No			
Supervisor, Grounds Services Approval: _____		Director, Facilities Approval _____	

INSTRUCTIONS:

- To request clearance to operate a vehicle on college sidewalks or drive/park on lawn, written permission must be submitted on the above form.
- This request applied to outside vendors and/or persons working special events on campus.
- Once approved, form must be kept inside vehicle and be clearly visible to Facilities personnel.
- All vendor vehicles must have an escort in the direction of travel. The requesting department or organization sponsoring the special event shall provide the escort. The escort shall ask people to clear the sidewalk for the passage of the vehicle in a safe manner.
- All vehicles on the sidewalks shall be operated at an average walking speed or pace.
- Any person operating a vehicle on a district sidewalk shall be responsible for any damage caused during the operation of said vehicle.
- All vehicles shall remain on the concrete or asphalt sidewalk surfaces.
- Pedestrians ***always*** have the right-of-way; drivers shall be extremely cautious when passing pedestrians and at any sidewalk intersection or blind corner.