

TEXAS A&M UNIVERSITY SAN ANTONIO

34.99.99.01 PARKING PROCEDURES

I. AUTHORITY

A. Pursuant to the authority granted by S.B.162 of the 60th legislature, now incorporated into Texas Higher Education code, Subchapter "E", paragraph 51.201-51.211, Texas A&M University-San Antonio, a part of the Texas A&M University System, is promulgating these procedures pertaining to the operation and parking of vehicles on property of Texas A&M University-San Antonio, Texas owned, leased, and controlled areas.

B. All laws of the state of Texas, ordinances regarding traffic in the City of San Antonio, and procedures of the University are in effect on campus [24 /hours a day]. The fact that a violation notice is not issued when a violation occurs does not imply that the regulation or law is not in effect.

C. Each vehicle operator is responsible for knowing and following the laws and regulations in force.

D. The legal speed limit on the Texas A&M University-San Antonio campus is 20 miles per hour, unless otherwise posted. Speed limit on the university parking lots is 10 miles per hour.

E. The University Police Department has the authority to enforce these procedures, including the right to impound vehicles for specific violations. The owner or operator of an impounded vehicle must pay the cost of impounding and storing the vehicle, in addition to any outstanding violation charges and permit.

II. GENERAL PROVISIONS

A. The control of motor vehicle traffic on campus is a necessary part of the efficient operation on the university.

1. Parking regulations are enforced at all times.

2. Faculty/Staff lots are reserved during university operating hours. Unauthorized vehicles shall be subject to the impoundment procedure at the owner's expense.

3. Individual, reserved, named spaces are reserved 24 hours a day, seven days a week. Only the individual assigned to that space, may utilize it.

4. Traffic regulations are enforced during university operating hours.

B. The operation of a motor vehicle on the Texas A&M University-San Antonio campus is a privilege granted by the university rather than a right.

C. A current parking permit is not a guarantee of a parking space, the responsibility for finding a legal parking space rest with the motor vehicle operator. Lack of space is not a valid excuse for violating any parking regulation.

D. Proof that any parking or traffic control device, sign, signal or marking was in place at any location on campus shall constitute prima facie evidence that it was official and installed under proper authority.

E. On special occasions and in emergencies, the University Police Department may temporarily close any campus parking area or facility or limit parking and traffic as required by circumstances.

F. The University assumes no responsibility for the care and/or protection of any vehicle or its contents while the vehicle is operated or parked on campus. Every effort will be made by university police officers to protect all vehicles and property. All vehicle operators should lock or otherwise secure their vehicles when unattended.

G. All faculty, staff and students operating a vehicle on university property shall have a valid driver's license. The vehicle should have proper license plates. All motorists must have proof of liability insurance for their vehicle as required by law.

H. All thefts, accidents, and offenses that occur on campus should be reported immediately to the University Police Department, 210-932-6211.

I. The university reserves the right to impound or remove any motor vehicle from the premises of Texas A&M University-San Antonio at the owner's expense or use an immobilizer (boot) (\$25.00 fee) for any of the following reasons:

1. Five or more outstanding traffic or parking violations.
2. Displaying a lost or stolen permit.
3. Displaying an unauthorized or altered permit.
4. Failure to display a current valid vehicle license plate.
5. Parked in a manner dangerous to vehicular or pedestrian traffic.
6. Operating a motor vehicle without a current license plate.
7. Parking, stopping, or standing in any fire lane.
8. Parked with disregard to official barricades or traffic cones.
9. Parking on any lawn, sidewalk, or in any area that restricts vehicle or pedestrian traffic.
10. Vehicle is endangering any life or property (e.g., vehicle on fire, vehicle fuel leak).
11. Vehicle is an obstruction to any emergency vehicle or equipment.
12. Vehicle is blocking access to any building, loading zone, reserved area, barricades, or maintenance equipment.
13. Parking or storing a non-operating vehicle on university premises.
14. Failure to obey the verbal order of a university police officer.

III. DEFINITIONS

A. Campus includes all property owned or controlled by Texas A&M University-San Antonio, Texas and the streets adjacent to the main campus.

B. Motor vehicle includes automobiles, buses, trucks, tractors, motorcycles, motor scooters, motorbikes, and mopeds.

C. Parking permits refers to a hanging card permit or self-adhering decal issued by Texas A&M University-San Antonio authorizing the motor vehicle displaying the permit to be parked within designated zones. The purchase and display of a parking permit serves as proper vehicle registration.

D. Impound includes immobilization, towing, removal and storage of a vehicle.

E. Visitor is an individual with no affiliation, association, or relationship with Texas A&M University-San Antonio as a student, faculty member, staff member, or employed, or as determined by the University Police Department.

F. Full-time faculty includes those whose contract has been processed through the Provost's Office and who are assigned a full-time faculty position with the university. This excludes all individuals employed under graduate study status to include positions as teaching assistants, graduate assistants, lab instructor, or grader.

G. Staff is employees who are employed in a full-time or part-time capacity and not otherwise designated in the subsequent paragraphs. This excludes individuals employed as a student worker or work study.

H. Administrators are the President, Vice Presidents, Executive Directors, and Directors.

I. Individual/position reserved spaces are assigned only when authorized by the President.

J. Contract consultants who are not enrolled may apply for a restricted reserved parking permit. Determination of status will be made by University Police Department through the University Human Resources Office prior to issuance of permit.

K. A legal parking space is a designated vehicular parking area appropriately marked by white paint striping.

IV. TRAFFIC AND PARKING REGULATIONS

A. Registration of Vehicles

1. All persons registering a vehicle are required to show proof of liability insurance.
2. All faculty, staff, and students, full or part time, who operate or expect to park and lot operate a vehicle on university property, regularly or occasionally, are required to register those vehicles with the University Police Department and obtain a parking permit. All vehicles must be registered on or before the last day of registration for each semester. Vehicle owners and operators may purchase permits through the University Business Office.

3. A parking permit is not a guarantee of parking space. Each vehicle operator is responsible for finding a legal parking space. Lack of space is not a valid excuse for violation of any parking regulation.

4. When a person is charged with violating any provision of these procedures, proof that the vehicle was, on the date of the offense, bearing a valid university-parking permit is prima facie evidence that the holder of the permit committed the violation.

5. If an individual affiliated with the university has the same family name or home address as the registered owner of a vehicle for which a violation notice has been issued, the violation notice and accompanying violation charges will be recorded in the individual's name.

6. Individuals with unpaid violation charges recorded in their names are ineligible to purchase future parking permits until those charges have been paid.

7. A parking permit may not be purchased for an individual who is ineligible to receive a permit. The university may suspend, for one year, the parking privileges of anyone who violates this regulation. In addition, the university will require that the individual possessing the permit return it to the university immediately.

B. MOTOR VEHICLE REGISTRATION/PERMIT FEES

Students

One year (12 months): \$21

Two semesters: \$14

One Semester (Fall, Spring, or Summer): \$7.00

Staff, Part- Time Faculty (Adjuncts/Lecturers)

One year (12 months): \$21

Two Semesters: \$14

One Semester (Fall, Spring, or Summer): \$7

Full-Time Faculty

One year (12 months): \$21

Administrators

One year (12 months): \$21

Motorcycle permits

One year (12 months): \$21.00

Two semesters: \$14.00

One semester (Fall, Spring, or Summer): \$7.00

1. A permit number may be utilized on no more than two vehicles which are registered with the university police department.

2. Replacement of lost or stolen permits.

a. Theft or loss of a parking permit must be reported to the University Police Department as soon as possible.

b. Permit holders must pay one half of the original parking permit fee to replace a lost or stolen permit.

c. The university will suspend for one year the parking privileges of anyone who files a false report. In addition, the person filing a false report must surrender the permit to the university.

d. Parking privileges shall be suspended for one calendar year for any individual who displays a lost or stolen permit. In the case of a stolen permit, criminal charges may be filed and the permit must be surrendered.

e. The university Police Department will impound or immobilize any vehicle that displays a lost or stolen permit. Possession of a lost or stolen permit will be required to reimburse the rightful permit owner for replacement of the permit and any tickets received by the owner prior to permit recovery.

f. If there is a transfer of registration from one vehicle to another, a \$2.00 fee shall be assessed.

g. It is the registrant's responsibility to report any change of address to the University Police Department.

h. It is the driver's responsibility to notify the University Police Department when an emergency makes it necessary to operate a non-registered vehicle on campus. The driver must obtain a Temporary Parking Permit at the University Police Department prior to parking the vehicle on campus.

i. The registrant of a vehicle is ultimately responsible for its safe operation, proper parking, and payment of violations regardless of who may be the driver or operator.

C. Refund of Parking Permit Fees

Refunds may apply to unused permits, which are not mutilated based on the guidance in this section. Persons should request refunds at the University police Department. The *Business Office* will make a check for the refunded amount within 30days. The refund schedule is as follows:

1. Withdrawing prior to the first regularly scheduled class day= 100%.
2. Withdrawing before the official twelfth class day (Regular Session) =80%
3. Withdrawing during the first six class days (Summer Session) =80%

Refunds listed above apply during the semester in which the permit was purchased.

D. Types of Permits

Faculty, staff, and students may purchase a parking permit which will allow parking on university owned, leased, or controlled lots. The purchase or issuance of a motor vehicle registration/parking permit does not guarantee a parking space nor does the absence of parking spaces constitute a valid justification for violation of these regulations. A numbered permit will be issued for each vehicle registered. Each driver is responsible for parking his/her vehicle in the area for which the permit is issued.

V. SCHEDULE OF PENALTIES

A. Parking penalties will be assessed for parking in wrong zones, in areas where the curb is painted red or yellow, parking over lines in designated parking places, and other parking infractions.

B. Yellow curbs are designated for loading and unloading 24 hours a day, seven days a week. Loading and unloading is limited to 30 minutes unless otherwise posted.

C. Where diagonal parking is required, every vehicle must be within the boundaries of its space.

D. PARKING VIOLATION PENALTIES

1. Parked in "No Parking" zone \$12.00
2. Parked in "No Parking-Fire Lane" zone \$12.00 (MUNICIPAL TICKET CAN ALSO BE ISSUED)
3. Parked in "Loading Zone" \$12.00
4. Parked incorrectly in marked area to include on/over line \$12.00
5. Improper display, failure to display, or displaying a mutilated permit \$5.00

- 6. Parked in visitors space \$15.00
 - 7. Parked in a reserved space to include a handicapped reserved parking space) \$15.00
- (MUNICIPAL TICKET CAN ALSO BE ISSUED
- 8. Displaying multiple current permits \$15.00
 - 9. Illegal Transfer of parking permit \$20.00
 - 10. Not having paid for a parking permit by the last day established for paying tuition and fees for the applicable semester/no parking permit \$30.00
- E. Should penalties not paid by the due date (fourteen [14] calendar days from the date of issuance) a late fee of \$5.00 per violation will be assessed.
- F. No parking is permitted in red-curb areas at any time.
- G. Parking is prohibited in all campus driveways. Vehicles parked in driveways are subject to impoundment.

VI. APPEALS PROCEDURE

Appeals must be made to the University Police Department (UP D) within fourteen {14} calendar days beginning with the day the citation was issued.

- A. An appeal form must be completed within (14) fourteen calendar days of the date the citation was issued and provided to the UPD. The form can be obtained from the University Police Department.
- B. The appeals committee will meet once a month to address all parking ticket appeals.
- C. If the appeal is denied, the fees must be paid within fourteen {14} calendar days from the date of the ruling, otherwise a late fee [\$5.00] will apply.

VII. ENFORCEMENT

All University Police Officers are duly Commissioned Peace Officers of the State of Texas. The University Police Department is authorized to issue two (2) types of citations for violations of university parking and traffic laws.

- A. University Violation Notices, those handled by the university, subject to university administrative violation charges and a right to appeal within the university.
- B. Court Appearance Citations - are issued by University Police and constitutes a summons to appear in a San Antonio Municipal court.

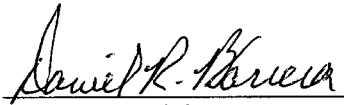
VIII. SUBJECT TO CHANGE

- A. The university reserves the right to change any or all parts of these regulations as necessary. All changes will be published.
- B. All students, faculty, and staff are responsible for regulations printed in this brochure.

IX. IDENTIFICATION

Upon request of a University Police Officer, any individual is required to furnish proper identification. The University Police department is housed in Portable Building E, Office E-1.

Recommended Approvals:



 Sergeant Daniel Barrera
 Interim Chief of Police

10-12-2009

 Date

Kenneth E. Mitts

Kenneth E. Mitts
Interim VP for Finance and Administration

10/12/09

Date

Approved:

Dr. Maria Hernandez Ferrier

Dr. Maria Hernandez Ferrier
Interim President

10-12-09

Date