Procedure Statement

Pursuant to the authority granted by S.B. 162 of the 60th Legislature, now incorporated into the Texas Higher Education Code, Subchapter "E", paragraph 51.201 - 51.211, Texas A & M University – San Antonio, a member of the Texas A&M University System, these Parking and Traffic Regulations and Procedures are promulgated to regulate and control parking and traffic and the use of parking facilities, to provide the issuance of parking permits, and to provide for jurisdiction over offenses. These regulations and procedures apply to any person who walks, drives, or parks a vehicle on University property. These rules and regulations are supplementary to applicable ordinances of the City of San Antonio and statutes of the State of Texas that govern pedestrians and the use of motor vehicles and bicycles.

Definitions

The following defined terms are in addition to the definitions and terms of the Texas Motor Vehicle Laws, which apply on University property:

BUS STOP: A no-parking area where buses stop to pick up and drop off passengers.

CAMPUS or UNIVERSITY PROPERTY: The property under the control of the University.

CONTRACT EMPLOYEE: Any person employed by a business, but not affiliated with Texas A&M University- San Antonio as faculty, staff or student, which has contracted to operate a business, or service function of the University.

COURT APPEARANCE ("CA") CITATIONS: Those issued by UPD officers constituting a summons to appear in either municipal court, justice court, or any court of competent jurisdiction.

DRIVER / VEHICLE OPERATOR: Any person, who drives, operates or is in actual physical control of a vehicle on University property.

EMPLOYEE: Any person employed by the University regardless of whether the person is employed with or without salary.
FACULTY: Any individual whose contract has been processed through the Office of the Provost and who are assigned a full time faculty position with the University. This shall exclude all individuals employed under graduate study status. Such positions as teaching assistant, graduate assistant, lab instructor, or grader do not qualify for this classification.

STAFF: Any employee who is employed for twelve (12) month period at forty hours a week. This shall exclude individuals employed under temporary, part-time, or work study status.

HANDICAP PARKING: Reserved for individuals displaying an official state issued license plate or handicap placard. A university parking permit is required.

IMPOUND: Any immobilization, towing, removal and storage of a vehicle.

OFFICIAL VISITOR: An individual who is not eligible for an annual University parking permit and who comes to campus to conduct business or to render a service to the University.

PARKING PERMIT: Refers to a hanging card decal or static cling decal issued by Texas A & M University–San Antonio authorizing the motor vehicle properly displaying the permit to be parked within designated zones. The purchase and display of a parking permit serves as proper vehicle registration.

PARKING SPACE: An area designated for vehicle parking by pavement or curb markings or signs. Any area not marked is not a valid parking space.

STUDENT: Any person who is or has been, within the last six months, registered or enrolled at the University (including special students, part-time students, auditing individuals, teaching assistant students, graders and research assistants.)

TEMPORARY PERMIT: A permit issued by UPD in an emergency situation that makes it necessary to operate a previously non-registered on campus.

UPD: University Police Department

VEHICLE: Includes automobiles, buses, trucks, trailers, motorcycles, motor scooters, motorbikes, mopeds, bicycles, golf carts, club cars and tractors.

VENDOR: An individual or company not affiliated with the University that provides goods or services to the University.

VISITOR: Any person who is not a faculty, staff or student member, or an Official Visitor of the University.

VISITOR PARKING: A parking area reserved for visitors. No student is allowed to park in designated visitor parking.

Official Procedures and Regulations

1. GENERAL
1.1. The operation of a motor vehicle or bicycle on University property is a **PRIVILEGE** granted by the University and is not an inherent right of any faculty/staff member, student or visitor.

1.2. All faculty/staff, student and visitors who park on University property must have a University parking permit.

1.3. A parking permit signifies that an individual has been granted the privilege of parking a vehicle on University property and does not guarantee a parking place on campus.

1.4. All laws of the State of Texas, ordinances regarding traffic in the City of San Antonio, and rules and regulations of the University are in effect 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.

1.5. The University assumes no liability or responsibility for damage to or theft of any vehicle parked or driven on campus. The University assumes no responsibility or any duty to protect any vehicle or its contents at any time the vehicle is operated or parked on campus. No bailment is created by granting any parking or operating privileges regarding a vehicle on any property owned, leased, or otherwise controlled by the University.

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

1.7. The legal speed limit on the Texas A&M University–San Antonio campus is 20 miles per hour, unless otherwise posted.

1.8. Speed limit on the University parking lots is 10 miles per hour.

2. ADMINISTRATION AND ENFORCEMENT

2.1. The University Police Department (UPD) is authorized to enforce these regulations, including the right to impound vehicles, at any time and under any circumstance deemed necessary by UPD.

2.2. UPD officers may issue university citations or court appearance “CA” citations enforceable in municipal court, Justice of the Peace, or any court of competent jurisdiction.

2.3. The University Appeals Officials

2.4. The Parking Appeals Officer is a University employee, not affiliated with the Police Department, who evaluates the online appeal and renders a decision:

2.4.1. The University Appeal Committee is composed of five members of the university community including student representatives, faculty, and staff. The committee is formed on as needed basis and hears the final appeal on parking citations.
2.4.2. The committee may uphold the citation, reduce the citation to a lesser included offense, reduce the citation to a warning, or dismiss the citation.

3. AUTHORITY

3.1. UPD is authorized to enforce these university regulations and procedures:

3.1.1. Through the issuance of university citations and collection of enforcement fees, including the periodic billing of unpaid citations and the referral of individual cases pertaining to unpaid campus citations to a national collection agency;

3.1.2. Through the impoundment of vehicles interfering with the movement of vehicular, bicycle or pedestrian traffic, blocking a sidewalk or space for those with disabilities, loading dock, ramp, cross-walk, entrance, exit, fire lane or aisle;

3.1.3. Through the impoundment or booting of vehicles for unpaid enforcement fees or display of a lost, altered or stolen parking permit after proper notice (issuance of previous citations, vehicle notification, holds on records, and/or citation invoice);

3.1.4. By the suspension, revocation or denial of campus driving privileges and parking permit privileges to those with overdue charges or who have violated these regulations;

3.1.5. By requiring either the vehicle owner or operator or the person who purchased the permit to appear in court for certain moving violations;

3.1.6. By barring re-admission and by withholding grades, degree, refunds and official transcript of any student for non-payment of outstanding charges in accordance with university standards;

3.1.7. By disciplinary action against employees or students who fail to abide by these regulations;

3.1.8. By such other methods as are commonly employed by city governments or state agencies in control of traffic regulation enforcement.

4. PROOF

4.1. The issuance of a citation reflecting the existence of any parking or traffic control device, sign, short-term spaces, signal or marking at any location on university property shall constitute prima facie evidence that the same was in existence and was official and installed under the authority of applicable law and these regulations.

4.2. When any person is charged with having stopped, parked and left standing a motor vehicle on the campus, in violation of any provision of these Parking and Traffic Regulations, proof that said vehicle was, at the date of offense, bearing a valid university parking permit shall constitute prima facie evidence that said
vehicle was then and there stopped, parked and left standing by the holder of the parking permit.

4.3. If the vehicle does not bear a valid university parking permit, proof that the vehicle at the date of offense alleged was owned by an individual is prima facie proof that said vehicle was then and there stopped, parked and left standing by the individual.

5. RESPONSIBILITY

5.1. The person to whom a university parking permit is issued is responsible for any citation issued with respect to a car displaying that permit or a vehicle registered through UPD by that person.

5.2. If the vehicle does not display a valid University parking permit and is not registered through UPD to any university permit holder, then the person to whom the vehicle is registered through the Texas Department of Transportation at the time of issuance of the citation and that individual's university affiliate (faculty, staff or student) are responsible for the citation.

6. COLLECTIONS

6.1. The university may arrange for collection of debts due to the university pursuant to these regulations in the following manner:

6.1.1. A financial hold will be placed against students for past due debts.

6.1.2. Use of a commercial collection agency or attorney to collect past due fees for permits or citations.

6.2. No parking permit will be issued to any individual who has an outstanding UPD debts under these regulations or otherwise in accordance with university standards.

6.3. Any charge not paid when due may be forwarded to an outside collection agency or an attorney for collection. The offender will be responsible for paying all costs of collection, including any agency fees and/or reasonable attorney’s fees, which will be added to the total amount due.

7. PARKING REGULATIONS

7.1. General Provisions:

7.1.1. A vehicle operator shall park only in a parking space as authorized by the parking permit displayed or as otherwise specifically authorized by UPD.

7.1.2. Each parking space, within a lot, shall be marked or defined by appropriate signs and/or other markings.

7.2. Use of Parking Permits:
7.2.1. No person shall lend, sell or otherwise allow another person to use their permit, except as specifically authorized by these regulations.

7.3. Manner of Parking:

7.3.1. No person shall:

   a) Park without a current parking permit except as specifically authorized by UPD.
   b) Park a vehicle such that it occupies portions of more than one parking space.
   c) Double park a vehicle.
   d) Park a vehicle in a manner that obstructs “Disabled” parking spaces, walkways, driveways, ramps, loading docks or marked crosswalks.
   e) Park any vehicle on a sidewalk, walkway, patio, plaza, grass, shrubbery or any unimproved ground area.
   f) Park a vehicle, or permit a vehicle to stand in or block access to any area designated as a fire lane or 15 feet in either direction of a fire hydrant. Fire lanes are designated by posted signs and/or yellow or red painted curbs. Any emergency authorization for use must be obtained through UPD.
   g) Park a vehicle in a no parking zone.
   h) Park a vehicle in an area designated as a bus stop.
   i) Park in a space with a barricade or remove a barricade, except as specifically authorized by UPD.
   j) Park a trailer, recreational or mobile home on university property unless specifically coordinated and approved by UPD.
   k) Leave a vehicle overnight in any parking area without notification to and permission from UPD. UPD assumes no responsibility for the vehicle by granting permission to leave vehicle parked on University property overnight.

7.3.2. Disabled Parking: No person shall park a vehicle in a “Disabled” space without a University parking permit and the appropriate state disabled placard or license plate.

7.3.3. Visitor Parking: Official Visitors and Visitors may be offered no-cost visitor permits not to exceed three days without prior consent. Students, Faculty and Staff may not park in Visitor Parking.

7.3.4. Emergency Vehicle Parking: Emergency vehicles are exempt from these
provisions of these regulations when being operated in response to an emergency situation.

7.3.5. Abandoned Vehicles: The university may deem a vehicle parked on university property for more than 48 hours without a valid permit to be abandoned and may remove such vehicles as provided in Section 683.001 – 683.078 of The Texas Transportation Code.

7.4. PARKING PERMITS

7.4.1. Issuance of Permits:

7.4.1.1. UPD may issue a parking permit to any employees or students of the university and vendors or contractors operating on the campus upon payment of the appropriate fee.

7.4.1.2. The UPD shall allocate permits among the faculty, staff, students and visitors of the university in a manner intended to serve the needs of the university,

7.4.1.3. A parking permit will be issued upon payment to the Business Office and proof of payment and application to UPD.

7.4.1.4. A parking permit is transferable between two passenger vehicles being operated by or for the transportation of the permit holder.

7.4.1.5. Parking permit holders may register only one additional vehicle per permit; however, multiple permits may be purchased at the appropriate decal purchase fee. Additional vehicles must be registered with UPD.

7.4.1.6. Ownership of all permits remains with the University and is not transferable.

7.4.1.7. Bicycles operated or possessed on campus are expected to be registered with UPD. There is no cost with registering your bicycle with UPD. Bicycles must be parked in a bike rack.

7.4.2. Classes of permits and eligibility:

7.4.2.1. Parking Permits are purchased on an annual basis (academic year beginning each fall semester), but will be prorated depending on the semester purchased.

7.4.2.2. Faculty and Staff

- **Eligible:** All full-time and part-time faculty and staff. Such positions as teaching assistant, graduate assistant, lab instructor, or grader do not qualify for this classification and individuals employed under temporary, part-time, or work study status.
- **Rate:** $60 for fall, $40 for spring and $20 for summer
- **Where:** Faculty/Staff signs posted near parking spaces

7.4.2.3. Students

- **Eligible:** TAMUSA students
- **Rate:** $60 for fall, $40 for spring, $20 for summer
- **Where:** Student signs posted parking spaces

7.4.2.4. Only the President has the authorization to modify fees for Staff & Faculty as needed.

7.4.2.5. Temporary Parking Permits are available through the UPD Office. Only three (3) are allowed per person per semester. Vehicle information for must be made available to UPD in order to receive the Temporary Permit.

7.4.3. Display of permits:

7.4.3.1. Permits shall be affixed to the left corner of the windshield on the driver's side above the registration sticker.

7.4.3.2. Failure to affix decal appropriately will result in a citation being issued.

7.4.4. Surrender or removal of permits:

7.4.4.1. Termination of relationship with Texas A&M University–San Antonio: A permit holder shall return their permit to UPD when the permit holder’s relationship to the University terminates.

7.4.4.2. Permit holders are required to remove and surrender their permit:
- In the case of a decal permit when there is a change in ownership of the vehicle
- When a replacement permit has been issued
- Upon revocation of the permit

7.4.5. Expiration of Permits: Permits will expire on the date listed on the face of the permit.

7.4.6. Payment of Permit Fees: When an application is made for a permit, the fee charged will be for the entire amount of the permit. Permit payments are to be made with the Business Office and purchased with the following payment methods:
- American Express, MasterCard, Visa or Discover
- Check or Money made payable to Texas A&M University-San Antonio
- United States Currency

7.4.7. Lost Stolen Permit: A permit holder shall immediately report any
lost/stolen permit to UPD.

7.4.7.1. Lost/Stolen permits may be replaced for a $10 fee.

7.4.7.2. Any permit recovered after such a report has been filed must be returned to UPD immediately.

7.4.7.3. Use of a lost/stolen permit is subject to fines and penalties as outlined in these regulations.

7.4.8. Permit Refund: Refund of a parking fee will be processed automatically when a student withdraws from the University on or before the 20th class day of a regular semester, or the 10th class day of a summer semester. All refunds will be processed by the Business Office in accordance with their refund policy.

7.4.9. Permit Misuse:

7.4.9.1. Misuse of any permit shall result in confiscation of the permit, and no permit shall be issued to that individual for at least one calendar year thereafter.

7.4.9.2. UPD is authorized to suspend campus parking and driving privileges on University Property for any person whose vehicle is cited for displaying a lost, stolen or altered permit or any Texas A&M University – San Antonio parking permit not issued in accordance with these regulations.

7.4.9.3. Additional criminal charges may also be imposed on individuals found in violation of these regulations.

7.4.10. Permit Holder Accountability

7.4.10.1. The absence of sufficient parking spaces, on University property, is not justification for violation of these regulations.

7.4.10.2. Failure to enforce any regulation shall not constitute a waiver of the University’s authority to enforce these regulations.

7.4.10.3. Other improperly parked vehicles do not constitute an excuse for improper parking.

7.4.10.4. Permit holders are responsible for all fees and fines issued to a vehicle displaying a parking permit issued to the permit holder or a vehicle registered to the permit holder or a member of the permit holder’s family.

7.4.10.5. Use of the parking permit evidences that the permit holder agrees to abide by these regulations and procedures.

7.5. ENFORCEMENT
7.5.1. Any person violating these regulations may receive a citation(s).

7.5.2. All University Police Officers are duly Commissioned Peace Officers of the State of Texas under Section 51.203 of the Texas Education Code.

7.5.3. The primary jurisdiction of a peace officer commissioned under Section 51.203 of the Texas Education Code grants primary jurisdiction in all counties in which property is owned, leased, rented, or otherwise under the control of the institution of higher education that employs peace officers.

7.5.4. Sworn members of the University Police Department are authorized to issue two (2) types of citations for violations of University parking and traffic laws. Non-sworn authorized members may only issue University violation notices.

7.5.5. University Violation Notices - those handled by the University, subject to University administrative violation charges and a right to appeal within the University.

7.5.6. Court Appearance Citations - those handled by the University Police but constituting a summons to appear in either the San Antonio Municipal Court or a Justice of the Peace Court or any other court of competent Jurisdiction in the State of Texas.

7.5.7. Failure to discharge a court appearance citation may result in the issuance of an arrest warrant.

7.5.8. University Citations are issued for offenses listed in Appendix 1: Driving and Parking Offenses.

7.5.8.1. Any person receiving a University citation must remit the payment in the amount of the charge to the Business Office or submit an appeal to UPD within ten (10) calendars days from the date of the citations.

7.5.8.2. Any towing, booting and/or storage fees for removal of an impounded or immobilized vehicle or bicycle must be paid regardless of whether an appeal has been submitted.

7.5.8.3. Failure to pay citation charges can result in student financial holds preventing students from receiving grades, refunds, official transcripts or graduating.

7.5.9. Vehicle Immobilization or Impoundment:

7.5.9.1. UPD may immobilize (boot) or impound (tow/relocate to a storage area) the vehicle of any person who:

- accumulates four (4) or more unpaid parking or traffic citations and/or charges of $200 or more, or
• has any outstanding citation over 120 days past due, or
• who is in possession of a lost, stolen or altered parking permit.

7.5.9.2. All outstanding citations must be paid in full prior to the release of the vehicle.

7.5.9.3. Vehicles may also be booted for other violations of these regulations of State Law in the discretion of UPD.

7.5.9.4. The University is not responsible for any damage to the vehicle during booting, towing, relocation or storage.

7.5.9.5. After notice has been posted on the vehicle, vehicles booted for longer than thirty-six (36) hours may be impounded; the owner and operator are severally responsible for any booting, towing or storage fees.

7.5.9.6. Suspension of Privileges

7.5.9.6.1. Driving and parking privileges may be suspended by UPD if the violator has displayed a lost, stolen or altered permit or other flagrant violations of these regulations.

7.5.9.6.2. The loss of the privilege of driving or parking a vehicle on campus shall commence immediately following notification of suspension.

7.5.9.6.3. Such notification shall state the term of suspension and consequences for violation of stated terms.

7.5.9.6.4. If a person whose privilege of driving or parking on campus has been suspended receives a University citation by reason of having a vehicle on campus during the period of their suspension, the period of suspension may be extended and a referral to the appropriate University office may be made for further University disciplinary action.

7.5.9.6.5. A person receiving notice that their privilege of driving or parking University property has been suspended shall return, without refund, the remnants of the permit issued (or the entire hanging permit) to the UPD office within 10 days after such notice.

7.5.10. Appeals Process

7.5.10.1. Any person issued a University citation may appeal the citation using the online appeals process. The appeal must be submitted to the University Appeal's Officer within 10 calendar days from the date of the citations issuance by completing the appropriate
Appeal Form available online. The appeal is then reviewed by the University Appeal’s Officer. The citation may be upheld, reduced or dismissed. The notification of the decision will be emailed within 15 days of the appeal. If necessary, the decision can be brought before the Appeal’s Committee for further review.

7.5.10.2. Boot or Administrative citations and towing or storage fees are not eligible for appeal.

7.5.10.3. Any citation, that is not a warning, must be appealed as described in these regulations.

7.5.10.4. It is not a requirement to be present during the hearing.

7.5.10.5. Appeal Committee decisions will be delivered via Jaguar email.

7.5.10.6. THE APPEALS COMMITTEE DECISION IS FINAL.

8. Parking Areas

8.1. Main Campus

8.1.1. Parking Lot 1 – is reserved for student parking. It is also designated the overflow parking area for Staff & Faculty. An appropriate number of handicap parking spots are assigned.

8.1.2. Parking Lot 2 – is reserved for Faculty and Staff only. Reserved Parking is for Executive Cabinet members only. The reserved spaces shall not be delegated to other individuals for any reason. An appropriate number of Handicap parking spots are assigned.

8.1.3. Lot 3 – is reserved for the President and University owned vehicles.

8.1.4. Visitor Parking – is reserved for visitors only.

8.2. Brooks Campus

8.2.1. Parking for Students, Faculty and Staff is available by permit only.
8.2.2. Visitor Parking – is reserved for visitors only.

Forms

Appeal Form (.pdf) >
Appendix 1: Driving and Parking Citations:

<table>
<thead>
<tr>
<th>PV</th>
<th>Violation Description</th>
<th>Rate $</th>
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<tbody>
<tr>
<td>PV 01</td>
<td>Parking in a Loading Zone</td>
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<tr>
<td>PV 02</td>
<td>Parking in a Service Zone</td>
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<td>PV 03</td>
<td>Parking in a No Parking Zone</td>
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<tr>
<td>PV 04</td>
<td>Failure to park in a designated or marked space</td>
<td>$40.00</td>
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<tr>
<td>PV 05</td>
<td>Parking-Blocking a dumpster</td>
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<tr>
<td>PV 06</td>
<td>Parking-Blocking an entrance to a building</td>
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<tr>
<td>PV 07</td>
<td>Parking an unregistered vehicle (DMV)</td>
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<td>PV 08</td>
<td>Unauthorized overnight parking</td>
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<td>PV 09</td>
<td>Parking in a fire lane, red curb or within 15 feet of a fire hydrant</td>
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<td>PV 10</td>
<td>Parking in a handicap space</td>
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<td>PV 11</td>
<td>Parking in a specifically reserved space indicated by a posted sign</td>
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<td>PV 12</td>
<td>Parking in an unauthorized area</td>
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<td>PV 13</td>
<td>Parking on a sidewalk or crosswalk</td>
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<td>PV 14</td>
<td>Obstructing other vehicles</td>
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<td>PV 15</td>
<td>Other Parking violations-see Remarks</td>
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<td>Parking against flow of traffic</td>
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<td>PV 17</td>
<td>Failure to park in a designated or marked space</td>
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<td>PV 18</td>
<td>Improper transfer of a parking permit</td>
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<td>PV 19</td>
<td>Failure to properly display a permit</td>
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<td>PV 20</td>
<td>Expired State Inspection Sticker</td>
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<td>Violation</td>
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<td>Altering or fraudulently using a parking permit</td>
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<td>Displaying an expired permit</td>
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<td>Disregarding a traffic control device</td>
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<td>Disregarding lawful order of a University Police Officer</td>
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<td>Boot Removal Fee</td>
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<td><strong>Other Violations</strong></td>
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<td>01 Operating a vehicle reckless</td>
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<td>03 Displaying a false or altered permit</td>
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