

Texas A&M University-San Antonio

34.99.99.00.01 Parking Fee, Registration of Vehicles and Permits

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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 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.

Reason for Procedure

The reason for this procedure on the Parking Fee, Registration of Vehicles and Permits is to assist with the clarification to all faculty, staff, students, or visitor’s whose vehicle is parked or driven on any University property. This procedure is also made available online.

Definitions

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

Alumni: Someone who has graduated from Texas A&M University-San Antonio and is NOT a student, employee or faculty of the University of any type.

Bus Stop: A no-parking area where buses stop to pick up and drop off passengers, as indicated by signs.

Campus or A&M-SA PD: 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”): Those issued by A&M-SA PD 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.

Flagrant Violations: A clear and obvious violation of these rules and regulations including but not limited to possession of a lost, stolen or altered permit; possession of a permit by someone other than the original purchaser; receipt of ten (10) or more citations within one academic year; or any violations that substantially impact the daily operations of the University of the health and safety of others.

Handicap Parking: Reserved for individuals displaying an official state disabled placard or license plate. 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 to park on University property.

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.

Resident: Any person who resides in or visits more than three (3) consecutive days in on-campus housing.

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

Temporary Parking Permit: A permit issued by A&M-SA PD in a situation that makes it necessary to operate a vehicle not previously registered on University property.

A&M-SA PD: University Police Department.

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

Vendor/Contractor: 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 official visitor of the University.

Visitor Parking: A parking area reserved for visitors. No faculty, staff or student is allowed to park in designated visitor parking.

Procedure and Responsibilities

1. GENERAL

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.

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

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 7 days a week. 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.

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 parked or operating privilege regarding a vehicle on any property owned, leased, or otherwise controlled by the University. Each vehicle operator is responsible for knowing and following the laws and regulations in force.

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

2. ADMINISTRATION AND ENFORCEMENT

A&M-SA PD is authorized to enforce these regulations, including the right to impound vehicles, at any time and under any circumstances deemed necessary by A&M-SA PD.

A&M-SA PD officers may issue University citations or court appearance "CA" citations enforceable in municipal court, Justice of the Peace, or any court of competent jurisdiction.

APPEALS PROCESS

- 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 ten (10) calendar days from the date of the citations issuance by completing the appropriate Appeals Form available online. ([Appeals Form](#)) 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 calendar days of the appeal. If necessary, the decision can be brought before the Chief of Police for further review.
- 2) Faculty/Staff/Students must use Official University Email.
- 3) Visitor and Vendors/Contractors may use their personal emails.
- 4) Boot or Administrative citations and towing or storage fees are not eligible for appeal.
- 5) Any citation that is not a warning must be appealed as described in this regulation.
- 6) It is not a requirement to be present during the hearing.
- 7) University Appeal's Officer Appeal Committee decisions will be delivered via official University email.

- 8) No appeal will be accepted after 10 calendar days.
- 9) Warnings are not appealable.

The following are NOT valid reasons for an appeal:

- Lack of knowledge of the regulations, for example, new to campus or have not reviewed regulations;
- Other vehicles were parked improperly;
- Only parked illegally for a short period of time;
- Stated failure of parking officer to ticket previously for similar offenses;
- Late to class or appointment;
- Inability to pay the amount of the fine;
- No other place to park;
- Did not see posted signs.

THE DECISION OF THE PARKING ADVISORY BOARD OR AVP FOR BUSINESS AFFAIRS IS FINAL.

3. AUTHORITY

TAMUSA-A&M-SA PD is authorized to enforce these regulations:

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;

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;

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 invoices);

By the suspension, revocation, or denial of campus driving privileges, parking permit to appear in court for certain moving violations or at a University hearing for non-payment of outstanding charges or other violations of these regulations;

By requiring either the vehicle owner or operator or the person who purchased the permit to appear in court for certain moving violations or at a University hearing for non-payment of outstanding charges in accordance with University standards;

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

By disciplinary actions against employees or students who fail to abide by these regulations;

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

4. PROOF

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.

When any person is charged with having stopped, parked and left standing a motor vehicle on campus, in violation of any provision of these Parking and Traffic Regulation, 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.

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 parked, and left standing by the individual.

5. RESPONSIBILITY

The person to whom a University parking permit is issued is responsible for any citation issued with respect to a vehicle displaying that permit or a vehicle registered through A&M-SA PD by that person.

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

6. COLLECTION METHODS

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

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

- The University may choose to use a commercial collections agency or attorney to collect past due fees for permits or citations. Late fee will accrue.
- No parking permit will be issued to any individual who has outstanding debts under these regulations or otherwise in accordance with University standards.

Any charge not paid when due may be forwarded to an outside collection agency or an attorney for collections. 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.

If needed, payment plans may be arranged with the Student Business Services Office and approved by the University Police Department.

7. PARKING REGULATIONS

General Provisions:

A vehicle operator shall park only in a parking space as authorized by the parking permit displayed or as otherwise specifically authorized by A&M-SA PD. Each parking space, within a lot, shall be marked or defined by appropriate signs and/or other markings.

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

Vehicles are eligible to park only as authorized by the class of permit issued.

Manner of Parking: No person shall:

- Park without a current parking permit except as specifically authorized by A&M-SA PD.
- Park a vehicle such that it occupies portions of more than one parking space.
- Park a vehicle with the left wheels to the curb unless parked on a one-way street. No more than 18" from curb.
- Double park a vehicle.
- Park a vehicle in a manner that obstructs "Disable" parking spaces, walkways, driveways, ramps, loading docks, or marked crosswalks.
- Park any vehicle on a sidewalk, walkway, patio, plaza, grass, shrubbery or an unmarked or unimproved ground area.

- 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 of fire lanes must be obtained through A&M-SA PD.
- Park a vehicle in a no parking zone.
- Park a vehicle in an area designated as a bus stop.
- Park in a space with a barricade or remove a barricade, except as specifically authorized by A&M-SA PD.
- Park a trailer, recreational or mobile home on University property unless specifically coordinated and approved by A&M-SA PD.
- Park or store a bicycle except in designated bicycle racks. Bicycles are not allowed inside any university building.
- Leave a vehicle overnight in any parking area without notification to and permission from A&M-SA PD. A&M-SA PD and the University assume no responsibility for vehicle by granting permission to leave vehicle parked on University property.

LOADING ZONES: Vehicle operators may park in a Loading Zone (LZ) for 15 minutes to load/unload a vehicle. Once the loading/unloading process has been completed or the time limit has expired, the space must be vacated.

DISABLE PARKING: No person shall park a vehicle in a “Disable” space without a University permit and appropriate state disable placard or license plate.

VETERAN PARKING: Disable Veterans, Congressional Medal of Honor Recipients, Former Prisoners of War, Pearl Harbor Survivors, and Purple Heart Recipients, whose vehicle display the special license plate issued by the Texas Department of Transportation, upon registration and proper identification or notification to A&M-SA PD are exempt from the payment of fees for any University surface parking permit for which they are otherwise eligible, in accordance with State Law. This privilege applies to the veteran only and not to anyone else driving the vehicle (see section 8 PARKING PERMITS for details).

VISITOR PARKING: Official Visitors (individuals not eligible for an annual University parking permit and who come to campus to conduct important business or to render an important service to the University) may be offered no-cost visitor permits, not to exceed three days without the specific permission of A&M-SA PD. Faculty, Staff and Students are not authorized to park in Visitor Parking.

EMERGENCY VEHICLE PARKING: Emergency vehicles are exempt from the provisions of these regulations when being operated in response to an emergency situation.

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 vehicle as provided in Section 683.001-683.078 of **The Texas Transportation Code.**

8. PARKING PERMITS

Issuance of Parking Permits

A&M-SA PD 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.

A&M-SA PD shall allocate permits among the faculty, staff, students and visitors of the University in a manner intended to serve the needs of the University. Access to registration and payments are [here](#).

A parking permit will be issued upon application and payment of the parking permit fee will be completed online. Eligibility for permits will be determined by the individual's primary reason for being on campus, as either a student or an employee, except as may be determined by A&M-SA PD, in the A&M-SA PD 's discretion, for certain class(is) of students providing services to the University. An individual is authorized to purchase only one permit, with the exception of a motorcycle and may only use one permit at any time. A parking permit is transferable to any passenger vehicle being operated by or for the transportation of the permit holder. Ownership of all permits remains with the University and is not transferable.

Bicycles operated or possessed on campus are expected to be registered with A&M-SA PD at no cost. Bicycles must be parked at a bike rack and in operable condition.

Special Event Parking

The Chief of Police is authorized, as need dictates, to designate restricted parking areas. A special event parking permit will be issued by A&M-SA PD which will assign the vehicle to park in a designated restricted area. A&M-SA PD may issue special permits for events to the host department. Parking areas are subject to open/closure by A&M-SA PD for special events, construction or other special circumstances. A&M-SA PD may establish fees for special circumstance parking, including event parking. The special event parking permit must be obtained through the office of the Chief of Police. Only authorized A&M-SA PD personnel are allowed to direct or enforce traffic and parking. Special Events must have a completed [Special Event Form](#) with at least ten (10) University working day notice.

Classes of Permits and Eligibility

Eligible: All full-time and part-time faculty and staff to include such positions as teaching assistant, graduate assistant, lab instructor, or grader, and individuals under temporary, part-time or work study status do qualify for this classification.

Parking permits are purchased on an annual basis (academic year beginning each fall semester), but will be *pro-rated* depending on month purchased.

Disabled Veterans must display a valid A&M-SA permit and are exempt from the payment of fees for any parking permit for which they are otherwise eligible. ***The free permit is to be used for the Veteran only or while they are in the vehicle and issued only to those who have these plates registered through TX DMV to the Veteran. Those exempt from paying a fee must display the following plates on their vehicle:***

- ***Congressional Medal of Honor***
- ***Army Distinguished Service Cross, Navy Cross, Air Force Cross, and Coast Guard Cross***
- ***Silver Star***
- ***Bronze Star***
- ***Purple Heart***
- ***Prisoner of War***
- ***Pearl Harbor Survivor***
- ***Disabled Veteran***

24- Hour Reserved Parking - authorized by the President's Office of Texas A&M University-San Antonio or Chief of Police at Texas A&M University-San Antonio.

If you have a current parking permit you may obtain a motorcycle permit at no charge.

Visitor Parking - Eligibility: Visitors

Price: N/A

Where: Valid for parking in spaces denoted for visitor parking, except Disabled spaces unless a State disable placard or license plate is displayed.

No Faculty, Staff or Student is authorized to parking in the designated area reserved for Visitors.

ONLY the President or the Chief of Police has the authorization to waive parking regulations in cases of special events and emergencies.

Temporary Parking Permits are available through the A&M-SA PD Office. Only three (3) are allowed per person per semester after which they are \$1.00 *per permit*. Vehicle information form must be completed in order to receive the Temporary Parking Permit.

Parking Restrictions

Parking assignments are in effect as follows:

07:00 a.m. until 08:00 p.m.	Monday-Friday and non-holidays
07:00 a.m. until 01:00 p.m.	Saturday
OPEN PARKING	Sunday

Parking spaces will be maintained as reserved at all times. Disable Parking, No Parking, Loading/Unloading and Reserved areas are in effect 24 hours a day, seven days a week. All permit holders must park in the same zone for which they have purchased a permit. Should parking in a particular zone become filled throughout the entire campus, contact a TAMU-SA police officer for alternate parking.

Display of Permits

A permit must be displayed in accordance with instructions furnished on the permit.

Failure to affix parking permit appropriately will result in a citation being issued.

Surrender or Removal of Permits

Termination of relationship with Texas A&M University-San Antonio: A permit holder shall return their permit to A&M-SA PD when the permit holder's relationship with the University terminates. Permits not returned to A&M-SA PD remain active and the permit holder is responsible for any fees/citations incurred.

When 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

Expiration of Permits

Permits expire on the date listed on the face of the permit.

Payment of Permit Fees

When application is made for a permit, the fee charged will be for the entire permit period or for the entire unexpired portion of the permit period. *See Appendix A: Parking Permit Fee Table* for specific permit fees.

Permits may be purchased online with the following payment methods:

- American Express, Master Card, and Discover. Visa may be used as an e-check method.

- United States Currency in person at Student Business Services during their operating hours.

Lost/Stolen Permit

A permit holder shall immediately report to A&M-SA PD any lost/stolen permit and complete the associated report.

Lost/Stolen permits may be replaced for a fee of ten dollars (\$10.00).

Any permit recovered after such a report has been filed must be returned to A&M-SA PD immediately.

Use of a permit that has been reported as lost/stolen is subject to fines and penalties as described in these regulations

Permit Refund

Only Employees may receive a prorated refund with a \$5.00 administration fee. Refunds will be reimbursed by A&M-SA PD or Student Business Services depending what method was used to pay for permit.

Texas A&M University will not allow refunds for lost permits. Student, Alumni and Resident permits are non-refundable.

Permit Misuse

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

A&M-SA PD 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.

Additional criminal charges, such as theft of services may also be imposed on individuals found in possession of lost, stolen or fraudulent production of permit.

Other Permit Requirements

No permit will be allowed from another College or University to be used as a Texas A&M University-San Antonio parking permit. All students, faculty and staff must purchase a Texas A&M University-San Antonio parking permit to park on TAMUSA property. Only the A&M-SA Police Department can create parking permits.

9. ENFORCEMENT

Parking and Traffic Citations

Issuance: Any person violating these regulations may receive a citation(s).

A&M-SA PD Authority: A&M-SA PD Parking Assistants are authorized to write University parking citations. A&M-SA PD officers are authorized to issue University citations and court appearance citations for violation of these regulations; however, A&M-SA PD reserves the right to transfer a parking citation to a court appearance citation.

University Police Officer: All University Police Officers are duly Commissioned Peace Officers of the State of Texas under Section 51.203 of the Texas Education Code. 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 institute of higher education that employs peace officers. 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.

University Violation Notices: Those handled by the University, subject to University administrative violations charges and a right to appeal within the University.

Court Appearance Citations: Those handled by the University Police but constitution a summons to appear in either the San Antonio Municipal Court or any other court of competent Jurisdiction in the State of Texas.

Failure to Discharge Court Appearance Citations: Failure to discharge a court appearance citation may result in the issuance of an arrest warrant.

University Citations: University citations are issued for offenses listed in *Appendix B: Driving and Parking Offenses Fee Table*. Any person receiving a University citation must remit the payment in the amount of the charge to the Student Business Services office or submit an appeal to the A&M-SA PD within 10 business days after issuance of the citation. 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. Failure to pay citation charges can result in student financial holds preventing students from receiving grades, refunds, official transcripts or graduating.

Vehicle Immobilization or Impoundment: A&M-SA PD 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, has any outstanding citations over 120 days past due, or who is in possession of a lost, stolen or altered/fraudulent parking permit. All outstanding citations must be paid in

full prior to the release of the vehicle. Vehicles may also be booted for other violations of these regulations or State Law in the discretion of A&M-SA PD. The University is not responsible for any damage to the vehicle during booting, towing, relocation, or storage. After notice has been posted on the vehicle, vehicles booted for longer than 36 hours may be impounded (towed to a storage area), the owner and operator are solely responsible for any booting, towing, or storage fees.

Suspension of Privileges: Driving and parking privileges may be suspended by A&M-SA PD if the violator has displayed a lost, stolen, fraudulent or altered permit or other flagrant violations of these regulations. The loss of the privilege of driving or parking a vehicle on campus shall commence immediately following notification of suspension. Such notification shall state the term of the suspension and consequences for violation of the stated terms. The violations of the suspension shall be reported to the Office of Student Conduct if the person is a student. If the person is a Faculty/Staff member, the violation shall be reported to the appropriate Dean, Director, or Administrative official for possible disciplinary action.

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.

Suspensions may be appealed to the Chief of Police, or their designee, within ten (10) calendar days on the grounds that the imposition of such suspension is improper or will create serious and substantial hardship. No appeal shall be considered if there are any unpaid citations outstanding at the time such appeal is filed, unless special arrangements are made with A&M-SA PD. During the appeals period the suspension remains in effect.

A person receiving notice that their privilege of driving or parking on University property has been suspended shall return, without refund, the remnants of the permit issued to the A&M-SA PD Office within ten (10) calendar days after date of such notice.

Collection: 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 which will be added to the total amount due.

No Excuse: The absence of sufficient parking spaces on the University property is not justification for violation of the parking regulations. Failure to enforce any regulation shall not constitute a waiver of the University's authority to enforce these regulations. Other improperly parked vehicles do not constitute an excuse for improper parking.

Permit Holder Accountability: 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. Use of the parking permit evidences that the permit holder agrees to abide by these regulations.

10. TRAFFIC REGULATIONS

Compliance: Every vehicle operator shall comply with these regulations, State Law, and traffic control devices at all times, unless otherwise specifically directed by A&M-SA PD. State and local laws pertaining to operations of a motor vehicle, bicycles and pedestrians on public streets apply on the campus and streets owned and operated by the University.

Special Instructions: No person shall fail to comply with any instructions related to traffic or parking given by a University police officer.

Temporary Restrictions: The Chief of Police for A&M-SA PD is authorized to temporarily implement restrictions that govern parking and traffic relating to construction, emergency situations, or special events on campus, and by agreement with the City of San Antonio or Bexar on public streets. Notices of such restrictions may be given by the posting of temporary signs or barriers or in any other area deemed appropriate.

Speed Limit: 10 mph on campus roads, 10 mph in parking lots, and service drives is the maximum speed limit, at all times, unless otherwise posted.

Traffic Obstruction: No person shall park or bring to a halt on the campus any vehicle in such a manner as to interfere with normal vehicular or pedestrian traffic or jeopardize safety or University property.

Bus-only Lanes: No person shall operate a vehicle other than a TAMUSA vehicle or bus on roadways or in lanes marked for buses only.

Vehicles in Buildings: With the exception of wheelchairs, ADA scooters, or other devices specially authorized by A&M-SA PD or Disability Student Services, no person shall place, use, park or otherwise leave a vehicle within any University building.

Sidewalks, Grass, or Shrubbery: No person shall drive a vehicle on a sidewalk, walkway, patio, plaza, grass, shrubbery or any unmarked or unimproved garage at any time.

Passenger Pick-Up and Drop Off: No person shall stop a vehicle on any street, alley, or driveway on the campus for the purpose of picking-up or dropping-off a pedestrian without first drawing up to the right-hand curb and cannot interfere with the flow of traffic.

Pedestrians: Pedestrians have the right-of-way at marked crosswalks, in intersections, and on sidewalks extending across a service drive, building entrance, or driveway.

Pedestrians crossing a street at any point other than within a marked crosswalk or within an unmarked crosswalk at an intersection shall yield the right-of-way to all vehicles on the street. No pedestrian shall stand on the traveled portion of any street, alley, or driveway in such a manner as to obstruct or prevent the free flow of traffic.

Traffic Restrictions: Vehicles with two or more rear axles, or other oversize vehicles, are prohibited from travel on any TAMUSA roads unless required or requested by TAMUSA, and at no time may such vehicles, other than emergency vehicles.

Texting While Driving: A person commits a violation if the person uses a handheld mobile communication device to send, read, or write a text message, view pictures or written text, whether transmitted by internet or other electronic means, engaged in gaming or any other use of the device, besides dialing telephone numbers or talking to another person, while operating a moving motor vehicle on any University property.

Vehicle Registration: Any University vehicle operating on a TAMUSA campus must be registered with Fleet Management and must be clearly marked, as set out in Fleet Management policies and procedures (Provide link here). Any University vehicle, including golf carts operating on a TAMUSA campus not properly registered and marked may be disabled or removed from campus, without liability to the cart owner.

Related Statutes, Policies, or Requirements

No related statutes, policies, or requirements are required to supplement this policy.

Appendix:

A: Parking Permit Fee Table

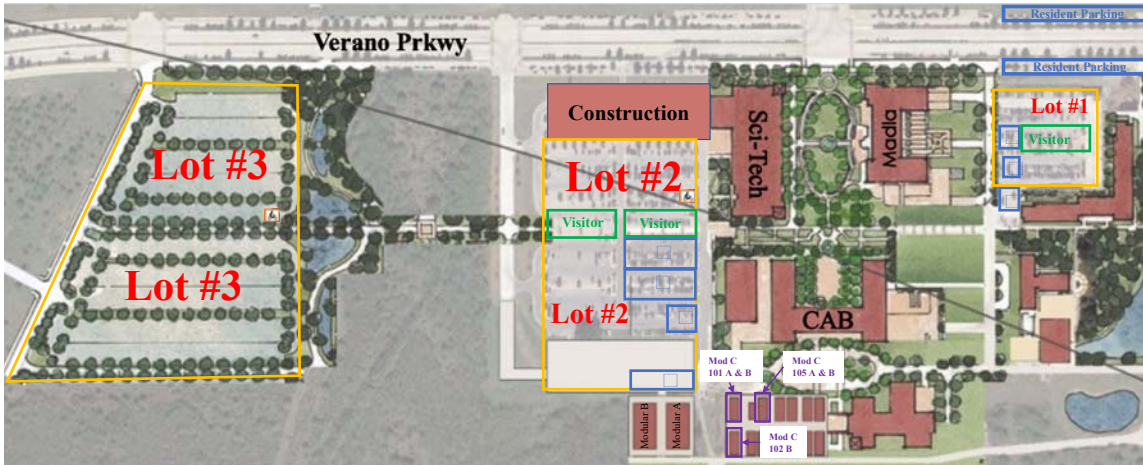
B: Parking Map

C: Driving and Parking Offenses Fee Table

Appendix A: Parking Permit Fee Table

A&M-SA Parking Permits			
Permit Rate Chart			
Permit Type	Lot #	Description	Cost
Faculty & Staff	1, 2 & 3	Faculty/Staff /Contractor/Vendor Parking	\$60 per FY
Motorcycle	2 & 3	Motorcycle Permit	\$60 per FY (waived if Faculty/Staff/Student or Resident permit has been purchased)
Reserved	Marked Locations	Reserved Parking	\$120 per FY
Student	Lot 2 & 3	Student Permit	\$60 per FY/Non-Refundable
Resident	Verano Slip Lane	Resident Permit	\$60 per FY/Non-Refundable
Alumni	2 & 3	Alumnus only	\$30 per FY/Non-Refundable

Appendix B: Parking Map



Appendix C: Driving and Parking Offenses Fee Table

Enforcement Fee will be assessed for each violation of parking a vehicle on campus without a valid parking permit. The student, faculty or staff member and others who have never before purchased a permit, will be given the opportunity to purchase a permit in lieu of the first citation, provided such purchase is done immediately but no later than five (5) calendar days from the date of the first citation. Any subsequent citations received within the five day period or on dates when the Parking Service Office is open will negate eligibility for this provision. In the event a valid permit was previously purchased, but not displayed, the violation will revert to a Class C violation #23 and the appropriate fee will be charged.

Driving and Parking Offenses Fee Table:

Class A	FINES
1. Display a false or altered permit	\$300.00
2. Parking in a Fire Lane, Red Curb or within 15 feet of a Fire Hydrant	\$200.00
3. Parked in a Handicap Area without placard/plates displayed or blocking access to a handicap ramp	\$200.00
4. Parking-Blocking a Dumpster	\$100.00
5. Blocking an Entrance to a Building	\$100.00
6. Parking in a specifically reserved space indicated by Posted Sign	\$75.00
7. Operating a vehicle recklessly	\$75.00
Class B	
8. Parking without a permit/Failure to display current permit	\$60.00
9. Parking in an unauthorized lot	\$60.00
10. Parking on a sidewalk or crosswalk (includes blocking a crosswalk)	\$60.00
11. Parking in a Loading Zone	\$50.00
12. Parking in a Service Area	\$50.00
13. Parking in a Non-Parking Zone (yellow markings)	\$50.00
14. Failure to park in a Designated or Marked Space	\$50.00
15. Parking-Blocking an Entrance to a Building	\$50.00
16. Unauthorized overnight parking	\$50.00
17. Parking in a Visitor's Space	\$50.00
18. Obstructing other vehicles	\$50.00
19. Illegal transfer of parking permit	\$50.00
Class C	
20. Parking against the flow of traffic	\$40.00
21. Parking on the grass	\$25.00
22. Parking – taking more than one space	\$25.00
23. Other Parking Violations (see remarks on citation)	\$25.00

In addition to the classes of violations listed in this Section, Police Officers of the A&M-SA Police Department may issue traffic citations for any violations as defined in The Texas Motor Vehicle Laws and The [Texas Education Code](#).

Late fees will accrue at the following rate:

After 10 days \$5.00
After 30 days \$10.00
After 60 days \$15.00
After 90 days \$20.00
After 120 days \$25.00

Forms:

[Parking Citation Appeal Form.pdf](#)
[Special Event Form.pdf](#)

Contact Office:

**A&M-SA Police Department
(210) 784-1900**