

**HEALTH SCIENCE CENTER HANDBOOK OF OPERATING PROCEDURES**

Chapter 8	Health and Safety	Effective:	June 2000
Section 8.7	University Police	Revised:	
<b>Policy 8.7.8</b>	<b>Parking</b>	Responsibility:	Chief, University Police

## **PARKING**

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### **Parking and Traffic Regulations**

University Police is responsible for enforcing parking and traffic regulations as approved by the President of the Health Science Center. The enforcement method employed is the issuance of a campus parking ticket violation notice or a Magistrate’s Court Appearance Ticket as authorized by Article 51.206 of the Texas Education Code. Campus violation notices may be appealed to the Parking and Traffic Safety Committee provided the appeal is received by the Parking Service Office within ten (10) days from the issue date of the ticket.

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### **Parking Permits**

All faculty, staff, students, and other persons assigned duties for the benefit of the Health Science Center who ever park a vehicle at any University facility must apply for a parking permit or decal. Parking permits or decals are dispensed by the University Police Parking Service Office from 8:00 a.m. to 4:45 p.m., Monday through Friday, except official holidays. One day temporary permits are available at the entry control stations during their hours of operation without charge for up to five (5) permits for those current permit holders who may, for whatever reason, not have their permit with them. Over five (5) temporary permits within a permit year may be purchased and are payable at a rate of \$2.00 for each occasion.

Special visitor parking permits may be issued to all persons who are visitors or patients for parking in designated visitor parking areas 6:00 a.m. to 5:00 p.m. each University work day. Vehicles displaying this permit are exempt from any additional parking fee on the date indicated on the permit. These permits entitle the holder to park, on a space available basis, in a space or area specifically marked or designated “Visitor”. Permits must be conspicuously displayed on the inside rearview mirror. These permits are available for purchase by departments through the University Police Parking Service Office. The individual purchasing department is responsible for issuing in compliance with the parking regulation. These permits may not be used by faculty, staff, or students.

Faculty and staff members who walk, take the bus, or are dropped off at work will be allowed to sign a declaration that they will not park on

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University facilities. If they are found parked on University facilities, they will be required to purchase a permit and pay a fine as already prescribed.

Parking assignments are based on the individual's preference and availability of such parking zones or spaces at the time of registering for a permit. If a desired zone or reserved space is not immediately available, a "Waiting List" is available to anyone associated with the Health Science Center to sign up for that desired zone or space. Further assignments are then based on the position of the individual on the "Waiting List" and their indicated preference. Only one change may be made within a permit year. Once a person has been contacted that their preferred area is available (or one of their listed preferences if multiple choices were made), and the area of space is reassigned to them, no further moves may be made until the next annual permit renewal period. Two (2) consecutive day attempts will be made to contact an individual when a preference becomes available at the number they have listed on the "Waiting List". If no contact is made, or if contact is made and no action is taken by the individual within three (3) working days, the next person on the "Waiting List" with the same preference will be contacted. If an area of space of preference is offered and declined, that individual will be removed from the list.

All parking permits except those purchased on the payroll deduction plan will expire on August 31<sup>st</sup> of each year. Permits paid for through the payroll deduction plan are non-expiring as long as the member remains on the payroll and the plan. No permit will be renewed if unpaid citation fees are owed; payroll deduction type permits will be automatically cancelled on August 31<sup>st</sup> if citation fees are found to be unpaid. Loss of the permit, through unpaid citations or failure to renew the permit by August 31<sup>st</sup>, will result in that individual also losing the parking assignment or space that they then hold. All citation fees, and any late charges, must be paid in full at one time. University Police does not have an extended payment plan for such restitution.

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**Parking Citations**

Fines for parking violations must be paid within ten (10) calendar days at the University Police Traffic Office. A late fee is assessed at an escalating rate for each citation that is not paid or appealed within ten (10) calendar days of the date of citation.

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**Special Events**

When planning an event that will require guests to park on campus, departments should submit a [Special Events Parking Information/Worksheet](#) ten (10) days prior to the event to the Parking Administration Special Events Coordinator in University Police. Parking Administration will provide parking permits and access maps for guests, if appropriate, signs if needed and information with directions to the appropriate campus offices.

All continuing education courses registration fees are to include a daily parking fee. All continuing education coordinators must provide on the worksheet the number of registrants attending the course and the account number to be charged for the parking fees. Advanced notification to the Special Events coordinator is required for payment determination. An outside group function being held on campus during normal hours will be assessed a fee of \$4.00 per day per vehicle.

An outside group function being held on the campus(s) after 5:00 p.m. daily and all hours on weekends and Holidays will be assessed a visitor parking fee of \$5.00 per each 25 persons expected to attend. This fee is payable in advance at the Traffic Office when the group applies to use the campus facilities.

After receiving the worksheet, the Special Events Coordinator will send the department, if necessary the number of event Parking Permits and a personalized campus access map printed with information to let guests know how and where to enter campus; the name, time, and location of the event; and where to park.

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