

## Policy: Traffic and Parking Regulations

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| <b>Approver(s):</b>        | Executive Council                          |
| <b>Authorizes release:</b> | Vice President, Administration and Finance |
| <b>Responsible office:</b> | University Police Department               |
| <b>Update cycle:</b>       | Annually or as required                    |
| <b>Next update:</b>        | July 2022                                  |
| <b>Last update:</b>        | July 2021                                  |
| <b>Adopted:</b>            | 1960                                       |
| <b>Related policies:</b>   | Reserved Parking Policy                    |

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### Additional references:

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Traffic and Parking Regulations have been created in order to comply with state law and provide the safest possible environment for those who drive on campus and insure the fair use and distribution of parking spaces. St. Mary's University expects each community member to drive safely, follow parking regulations, and act responsibly. The University is not liable for damage, theft, or burglary of any vehicle parked or operated on campus.

The University maintains a Police Department, staffed by commissioned officers who possess full authority as peace officers. Their responsibilities include, in order of priority: (1) protection of the safety and welfare of students and employees; (2) provision of security for University property; and (3) the regulation of campus traffic and parking. All employees and students are expected to cooperate with the University Police in their efforts to fulfill their responsibilities.

### **I. Traffic Safety Regulations**

Parking and traffic regulations are in effect year round. Vehicles which violate parking regulations are subject to citation and tow, without notice and at the owner's expense.

#### **A. Traffic Laws and Speed Limits on Campus**

Vehicles operated or parked on University property must comply with all state traffic laws and University parking regulations. Vehicle operation is restricted to streets and parking lots. The speed limit on University streets is 20 mph and the speed limit in parking lots is 10 mph, unless otherwise stated.

You are required to have insurance to operate a vehicle on campus and subject to provide proof of such insurance, if requested by a peace officer.

The color of stripes and curbs on campus are in compliance with the Texas Department of Transportation regulations: red denotes a fire lane; white indicates crosswalks, stop lines, no parking spaces, traffic lanes, and no passing zones.

#### **B. Temporary Parking, Traffic Control, and Special Events**

In the case of emergencies or University events, University Police may impose temporary parking, roads, and traffic control restrictions such as closing or reserving parking lots. During temporary restrictions, vehicle operators must still comply with University parking and traffic regulations, and can be subjected to citations if violations occur. Vehicles will not be driven beyond barricades or where

prohibited by signs. Barricades are not to be relocated or removed by any unauthorized party.

Reserved parking for special events and guests to the campus must be submitted to the University Police Department (UPD) in writing per the Reserved Parking Request Form at least two weeks prior to the scheduled event. Forms can be found on the STMU website or by contacting UPD.

**Event Parking:** When hosting an event on campus, please contact UPD in order to obtain parking passes for guests. Only UPD issued event passes are valid, all other passes will not be honored and vehicles will be subject to citations.

### **C. Parking in Designated Spaces Only**

Vehicles must be properly parked within the lines of a single parking space. Vehicles found parked in violation of state law, city ordinance, University regulations, or parked in a way that creates a traffic hazard may be cited or impounded/relocated at the expense of the violator. The University and its personnel are not responsible for any loss or damage sustained due to impoundment or relocation.

The absence of sufficient authorized parking spaces on campus at any time is not valid justification for violating parking and traffic regulations.

### **D. Loading Zones**

Vehicles parked in loading zones must be actively loading or unloading. Unattended vehicles in loading zones shall be cited or impounded.

### **E. Inoperable Vehicle on Campus**

Inoperable vehicles must be reported to University Police, and cannot create a hazard or obstruction. Authorized temporary parking will be determined on a case by case basis, not to exceed 24 hours.

## **II. Parking Permit Regulations**

All vehicles operated or parked on University property must be registered with the St. Mary's University Police Department and display a current and valid parking permit. Individuals registering a vehicle for a permit will be responsible for parking citations involving that vehicle.

Applicants can now apply for a parking permit online at [parking.stmarytx.edu](http://parking.stmarytx.edu). In order to obtain a parking permit, students must be currently registered. A valid driver's license and vehicle information (including license plate) are also required.

### **A. Parking Permits**

1. **Students:** Resident, The Village, and Commuter student parking permits may be obtained online at [parking.stmarytx.edu](http://parking.stmarytx.edu) or at the University Police Department during office hours. Parking permits are valid for one academic year (Fall semester to the end of Summer Session II). Students changing their status must return their permit before a new permit can be issued.
  - a. Students who are issued Resident and The Village permits must reside on-campus in a residence hall. These students can only be issued one permit for one vehicle. In order to register a different vehicle, these students must return the permit before another can be issued.
2. **Employees:** Employee status is determined by the Office of Human Resources. Employee parking permits are valid for two years. Only one parking permit per employee will be issued. The permit is transferable to any vehicle the employee registers with the University

Police Department.

3. **Service Providers and Contractors:** Service Providers and Contractors must follow University procedures established by the Facilities Department. All Service Providers and Contractors must check in with the Facilities Department before obtaining a permit. Parking permits will be issued free-of-charge with the appropriate documentation.
4. **Visitors:** Visitors are individuals who are not registered students or Faculty/Staff members at St. Mary's University. Parking is available for visitors in Lot V, as well as in designated spaces within parking lots around campus. Students and Faculty/Staff are not visitors and prohibited from parking in Lot V or any parking space reserved for visitors around campus at any time. Violations of this regulation will result in a parking-citation. Visitors can obtain a parking permit at the University Police Department, Monday-Friday, 8am to 5pm.
5. **Temporary and Event Parking:** Temporary parking permits are available at the University Police Department for individuals who are driving a different vehicle. Temporary parking permits will not exceed a two week time period. No temporary parking permits will be issued one week before or during Fiesta Oyster Bake. Complimentary visitor parking permits are available for up to three days, with a limit of two per semester. Semester visitor permits may be purchased for \$45 by visitors who conduct regular business on campus, visit students who live on campus, or utilize St. Mary's University facilities. Please contact the University Police Department for more information. Faculty/staff members and students are held responsible for their individual visitors. Citations received by a community member's guest will be billed to that account.

## **B. Display of Permits**

Any person operating a motor vehicle on campus must properly display a current and valid St. Mary's University parking permit.

1. **Student** parking permits must be attached <sup>in interior</sup> to the ~~exterior~~ of the vehicle ~~near to the~~ windshield at the bottom left side, or on the left side of the rear bumper. <sup>rear view mirror as a hang tag. The permit number must be facing forward and visible from outside the vehicle.</sup>
2. **Motorcycle** parking permits must be attached to the motorcycle fork or head tube and displayed at all times.
3. **Employee** permits must hang from the interior rearview mirror, with the permit number facing forward and must be visible from the front exterior of the vehicle.
4. **Service Provider/Contractor** permits must be displayed on the front dashboard or <sup>hanging</sup> hang from the interior rearview mirror, with the permit number facing forward and must be visible from the front exterior of the vehicle.
5. **Bicycle** permits are available. Permit must be attached to the bicycle and displayed at all times.

6. **Visitor** permits must be displayed on the front dashboard or hang from the interior rearview mirror, facing forward, and must be visible from the exterior of the vehicle.

**C. Parking Permit Fees**

For current parking fees, refer to the Business Office web page, Tuition and Fees/General Fees.

**D. Commuter 2<sup>nd</sup> Permit Fee**

Students must purchase a semester Commuter parking permit prior to purchasing a Commuter 2<sup>nd</sup> vehicle permit. Students who fail to comply with this rule are subject to the semester permit fee, Judicial Affairs review and criminal prosecution.

**E. New Vehicle or New License Plate**

Vehicle registration must be updated at the University Police Department if a new vehicle is purchased and/or a new license plate is obtained.

**F. Lost or Stolen Parking Permits**

Lost or stolen parking permits should be reported to University Police immediately. An affidavit must be signed and completed before a replacement can be issued. If the lost/stolen permit is recovered, it should be returned to University Police.

**G. Parking Permit Refunds**

There are no refunds for parking permits.

**H. Unregistered Vehicles**

Attempt shall be made to identify the community member assigned to the vehicle in violation. If unable to locate, the registered owner shall be billed for all associated fines in Accordance with Texas State Law.

**III. Policies for Citations, Immobilizing, & Towing Vehicles**

Traffic rules and parking regulations are in place to provide a safe and secure campus environment at St. Mary's University. Persons operating vehicles on the campus are expected to follow rules and regulations and will be held accountable for their actions. Vehicles are not allowed to be driven in the interior of campus without notifying University Police.

**A. Warning & Violation Citations**

The University Police Department is responsible for creating a safe environment by enforcing state law and the University Parking and Traffic Regulations.

Enforcement includes the issuance of warning and violation citations. Warning violations are issued based on officer discretion. There will be no charge for a warning citation. University citation fines are billed directly to student or faculty/staff accounts. Citations can be paid at the Business Office. If you require assistance with paying a citation, please contact the Parking Coordinator at 210-431-6754. As identified in Section II, H. Unregistered Vehicles, citations can require research and will be billed to the vehicle's registered owner once identified.

When fines are not paid, or if there is a clear display of a continuous and deliberate disregard for state law and University regulations, specific steps will be taken to enforce these regulations.

## **B. Vehicle Immobilization and Towing Policy**

When four University citations are issued for any type of parking violation within an academic year, an immobilization warning notice will be attached to the driver's side window with the fourth citation. This will occur regardless of whether or not previous citations are paid.

If an individual receives five or more citations within an academic year, their vehicle will be immobilized by attaching a device referred to as "the boot" to one of the vehicle wheels. The device will be removed by University Police only after a boot removal fee of \$100 is billed to the student or faculty/staff member's account. Individuals who are not affiliated with St. Mary's University will be required contact the University Police Department to register their vehicle and pay all fees, before the device will be removed by University Police.

~~After attaching the boot, the owner/operator of the vehicle has 72 hours to contact the University Police Department. If arrangements to make a payment for fees are not made within that time, the vehicle will be towed at the owner's expense. There is no appeal process for the immobilization and/or towing of vehicles.~~

If a vehicle is immobilized a second time within an academic year, the operator will be notified in writing that he or she is prohibited from operating any vehicle on campus for the remainder of that semester. If the vehicle is observed operating or parking on campus, a citation will be issued and immobilization or towing can occur at the operator's expense without notice.

Vehicles that create hazardous conditions, obstruct traffic, endanger campus safety, or are illegally parked on campus are all subject to immobilization and/or towing.

Removing, disabling, or damaging the immobilization device is a violation of law and under University regulations may lead to University judicial action, and/or criminal prosecution.

## **C. Fines for Parking and Traffic Citations**

Parking permit holders are responsible for parking fines issued to their vehicles. Unknown vehicles are identified through the Texas Department of Motor Vehicles, and citations will be sent to our collections agency if payment is not arranged through the University Police Department.

Citations issued to vehicles not registered with the University will be recorded in the name of the registered owner of the vehicle through the Texas Department of Motor Vehicles.

After a citation is issued and placed on the front windshield of the vehicle, the University Police Department is not liable should the citation fall off or be removed.

University Police are authorized to issue University citations and County Justice of the Peace/Criminal citations.

### **1. University issued parking citations:**

- First, second, and third violations—\$50 each
- Fourth violation—\$50, and vehicle will receive an immobilization warning notice attached to the driver side window. University Police can file a report with the Dean of Students to consider judicial action. For Faculty and Staff, the appropriate University Vice President will be notified.

- Fifth violation—\$50, immobilization of the vehicle, and a \$100 immobilization device removal fee. Notification of appropriate University officials will occur, as previously described.
- Sixth violation—\$50, immobilization of the vehicle, and a \$100 immobilization device removal fee. Notification of appropriate University officials will occur, along with a recommendation to revoke campus parking privileges.

**2. Moving violations:**

- University issued moving violations- \$50
- County moving violations- Please refer to citation for court date and contact information. This citation type will require your presence to appear in the Justice of the Peace Court, Precinct 2.

**D. Appeals Process**

Any person who receives a St. Mary's University parking citation, except when in violation of the Vehicle Immobilization and Towing Policy, can request to have it reviewed by submitting an electronic appeal.

Appeals must be submitted within 10 business days from when the citation was issued. Citation appeals can be accessed within the Citations section of your account through [parking.stmarytx.edu](http://parking.stmarytx.edu).

If an appeal is not filed within 10 business days, the citation is deemed final and is no longer accessible from the parking website. No exceptions.

The status of a citation appeal can be checked by logging into the parking portal at [parking.stmarytx.edu](http://parking.stmarytx.edu). If the appeal has been granted, the account will show a reduced discount of \$50 for the citation and the citation will be considered paid. Denied appeals will show a reduced amount of \$0 and a payment for citations must be made through the Business Office.

Please note that even though a citation appeal is granted, the citation will still count towards the overall number of parking citations per semester.

University moving violations can only be appealed through the Office of Residence Life, which is located in the University Center Room 229.

**IV. Designation of Parking Areas**

Parking Lots are designated by signs. Please refer to the appropriate parking lot sign for instruction. If you have questions or concerns, please call the University Police Department at 210-431-6754 or after business hours 210-436-3472.

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| Lot A- | <b>24 hour</b> Faculty/Staff only                                          |
| Lot B- | <b>24 hour</b> Resident permits and Faculty/Staff                          |
| Lot C- | Faculty/Staff, Commuter (5am to 5pm) & Resident permits                    |
| Lot D- | Faculty/Staff, Commuter & Visitor (in designated spaces only)              |
| Lot F- | Faculty/Staff, Commuter                                                    |
| Lot G- | Faculty/Staff, Commuter & Casa Maria Marianist (Monday-Friday, 2am to 5pm) |
| Lot H- | Faculty/Staff & Commuter (Monday-Friday, 5am to 5pm)                       |
| Lot I- | <b>24 hour</b> Resident permits only                                       |

Lot J- Faculty/Staff (Monday-Friday, 5am to 5pm)  
Lot K- Faculty/Staff & Commuter  
Lot L- **24 hour** Faculty/Staff only  
Lots M, N, O, Q and R- **24 hour** The Village permits only  
Lot S- Faculty/Staff (5am to 5pm)  
Lot T- Faculty/Staff & Commuter (Monday-Friday, 2am to 5pm)  
Lot U- Faculty/Staff & Visitor  
Lot V- Visitor (5am to 5pm, University Police permission required),  
**NO PARKING for Resident, The Village, Commuter or Faculty/Staff**  
Lot W- Faculty/Staff & Commuter  
Lot X- Faculty/Staff & Guests of the Dean  
Center for Legal and Social Justice- Authorized use only  
Counselor Education and Family Life Center- Spaces designated by permit type

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Handicap- Designated parking is available throughout campus. Handicap parking spaces are reserved for vehicles that display a valid handicap hangtag placard or license plates issued by the state. Please visit the St. Mary's University campus map online at [www.stmarytx.edu/map](http://www.stmarytx.edu/map) for more detailed information.