



## ***Parking Services***

# **Parking and Traffic Rules & Regulations**

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## SECTION I: GENERAL PROVISIONS

1. **General:** Pursuant to the authority granted by Sections 51.201 et seq., 54.005, 54.505, 65.31, and 71.04 of Title 3 of the Texas Education Code, and Rules and Regulations of the Board of Regents of The University of Texas System, these *Parking and Traffic Regulations* are promulgated to regulate and control parking and traffic and the use of parking facilities, to provide for 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 the statutes of the State of Texas that govern pedestrians and the use of motor vehicles and bicycles.
  - A. 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, and students, who park on University property, must have a University parking permit. Visitors must park in a short-term paid parking space. 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.
  - B. 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 the 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.
  - C. These regulations are in effect at all times on University property.
2. **Administration and Enforcement of these Regulations:**
  - A. **The University Parking and Traffic Committee:** This standing committee is charged to serve in a consultative and advisory capacity to the President and Executive Vice President for Facilities Planning and Operations, to review issues regarding traffic safety and parking and recommend resolutions, and to serve as an avenue of appeal in cases of dispute and exception. All members serve a three year term. The Chief of Police serves as an Ex Officio (non- voting) member.
  - B. **Parking Services Appeals Officer:** All first level parking citation appeals will be disposed by the Parking Service Manager/Director in the role of Appeals Officer (AO). The AO will read the appeal, review the information on the citation as well as relevant Parking & Traffic Rules and Regulations, and render a decision. The AO may uphold the citation, reduce the citation to a lesser included offense, reduce the citation to a warning, or invalidate the citation. Any person who has appealed a University citation(s) and is not satisfied with the decision may appeal that decision to the University Parking and Traffic Committee. This request shall be submitted in writing to the Parking Services Office within ten (10) calendar days from the date of the original decision.

- C. **Parking Services Office:** The Parking Services Office is authorized to enforce these regulations and is responsible for the administrative functions relating to parking permits; establishing procedures and requirements for the issuance of parking permits; the collection of enforcement fees for parking and traffic violations; establishing requirements for the submission of appeals; the processing of appeals from parking and traffic citations; and for management of parking lots and garages. Parking Services employees, when tasked by the parking services manager, are authorized to write campus parking citations.
- D. **The University of Texas Health Science Center at San Antonio Police Department (UTHSCSAPD):** UTHSCSAPD or “University Police” is authorized to enforce these regulations at any time or under any circumstances deemed necessary by UTHSCSAPD. University Police officers may issue University citations or court appearance citations enforceable in municipal court.

On special occasions and emergencies, such parking limitations may be imposed by the Parking Services Manager/Director or the Chief of Police as are required by the conditions that prevail. These restrictions shall have all the force of other written and approved regulations and shall be subject to the same penalties. When conditions warrant such action, the Chief may waive parking limitations.

- 3. **Authority:** Parking Services and UTHSCSAPD are authorized to enforce these regulations:
  - A. 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;
  - B. Through the impoundment (Towing) 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;
  - C. 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);
  - D. By the suspension, revocation, or denial of campus driving privileges, parking permit, and garage access privileges to those with overdue charges or who have violated these regulations;
  - E. By forwarding relevant information that can result in barring re-admission, withholding grades, degree, refunds, and official transcript of any student for non-payment of outstanding charges in accordance with University standards;
  - F. By forwarding information to supervisory staff, Department Heads and Deans recommending disciplinary action against employees or students who fail to abide by these regulations;

G. 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 will 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 the campus, in violation of any provision of these *Parking and Traffic Rules & Regulations*, proof that said vehicle was, at the date of the offense, bearing a valid University parking permit will 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 the 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.

U.T. Health Science Center San Antonio (UTHSCSA) assumes no responsibility for any vehicle or any duty to protect any vehicle or its contents at any time the vehicle is operated or parked within the UTHSCSA Campus.

UTHSCSA may deem a motor vehicle including a motorcycle, motor scooter, moped or bicycle parked on UTHSCSA property for more than 48 hours without a valid permit to be abandoned and may dispose of such vehicles provided in Section 10 of Chapter VII, Part Two of the Regents' Rules and Regulations.

5. **Responsibility:**

- A. 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 Parking Services by that person.
- B. If the vehicle does not display a valid University parking permit and is not registered through Parking Services 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. **Collection Methods:** The University may arrange for collection of debts due to the University pursuant to these regulations in the following manner:

- A. Permit payments may be deducted from employee payroll checks with the employee's permission. Deductions for all permit purchases will continue until the full price of the permit is paid or until the permit is returned. Employees are responsible for monitoring their paychecks to ensure that proper deductions are being made for their UTHSCSA parking permit. Participants are also responsible for contacting Parking Services if, for any reason, they will not be receiving a

paycheck during the pay period in which a deduction is scheduled. The employee is liable for all payments for their UTHSCSA parking permit if for any reason a scheduled deduction is missed.

- B. A financial hold will be placed against students for past due debts.
- C. UTHSCSA uses a commercial collection agency to collect past due fees for citations. Late fees will accrue.
- D. No parking permit will be issued to any individual who has outstanding Parking Service debts under these regulations or otherwise in accordance with University standards.

## SECTION II: DEFINITIONS

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

1. **BUS STOP:** A no-parking area where buses stop to pick up and drop off passengers, as indicated by signs or curb markings.
2. **CAMPUS or UNIVERSITY PROPERTY:** The property under the control of the University.
3. **CARPOOL:** An arrangement whereby several participants (at least 3 but no more than 4 members) who are either faculty and staff or students (no mixed groups) travel together in one vehicle, the participants share the costs and often take turns as driver.
4. **CHIEF OF POLICE:** The Chief of UTHSCSA Police Department
5. **COMMUTER:** For parking permit designation, any UTHSCSA employee assigned to a work location other than on campus owned property or immediately adjacent properties.
6. **COURT APPEARANCE ("CA") CITATIONS:** Those issued by University Police officers constituting a summons to appear in either municipal court or a justice court.
7. **DRIVER or VEHICLE OPERATOR:** Any person who drives, operates or is in actual physical control of a vehicle on University property.
8. **EMPLOYEE:** Any person employed by the University regardless of whether the person is employed with or without salary.
9. **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 or the health and safety of others.

10. **NO PARKING AREAS/ ZONES:** Red or yellow curbs, yellow/white diagonal stripes (Zebra stripes); "X" between parallel parking spaces; loading zones; "No Parking" painted on surface, curbs and "No Parking" signs on crosswalks.
11. **PARKING PERMIT:** Permit issued by Parking Services that authorizes parking on University property.
12. **PARKING SPACE:** An area designated for vehicle parking by pavement or curb markings, or signs. Any area not so marked is not a valid parking space.
13. **PAY STATION:** A device to accept payment for short-term parking.
14. **SHORT TERM PARKING SPACE:** Any parking space for which the payment of an hourly rate is required.
15. **STUDENT:** Every person duly registered enrolled and/or attending classes or regularly doing research as a requirement for a degree or certification from this university.
16. **UNIVERSITY:** The University of Texas Health Science Center at San Antonio
17. **UNIVERSITY PARKING CITATIONS:** Those parking citations subject to University administrative enforcement charges and a right to appeal within University procedures as outlined in these regulations.
18. **UNIVERSITY POLICE:** The University of Texas Health Science Center at San Antonio Police Department.
19. **VEHICLE:** Includes automobiles, buses, trucks, trailers, motorcycles, motor scooters, motorbikes, mopeds, bicycles, golf carts, club cars, and tractors.
20. **VENDOR/CONTRACTOR:** An individual or company not affiliated with the University that provides goods or services to the University.
21. **VISITOR:** Any person who is not a faculty, student, staff member, or official visitor of the university.

### SECTION III: TRAFFIC REGULATIONS

1. **Compliance:** Every vehicle operator shall comply with these regulations, State law, and all traffic control devices at all times, unless otherwise specifically directed by Parking Service Personnel or University Police. State and local laws pertaining to operation of a motor vehicle, bicycles and pedestrians on public streets apply on the campus and streets owned and operated by University.
2. **Special Instructions:** No person shall fail to comply with any instruction related to traffic or parking given by a University Police Officer, Public Safety Officer or Parking Services personnel (Parking Controllers)
3. **Temporary Restrictions:** The Parking Services Manager or Chief of Police 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, on public streets. Notice of such restrictions may be given by the posting of temporary signs or barriers or in any other area deemed appropriate. These temporary restrictions have the force of other written and approved regulations and are subject to the same penalties.
4. **Posted Signs and Barricades:** Posted signs and barricades, whether permanent or temporary, must be obeyed at all times.
5. **Speed Limits:** 15 mph on campus roads, 10 mph in parking lots, and 5 mph in parking garages is the maximum speed limit, at all times, unless otherwise posted.
6. **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.
7. **Vehicles in Buildings:** With the exception of wheelchairs, ADA scooters, or other devices specifically authorized by Parking Services, no person shall place, use, park or otherwise leave a vehicle within any University building, other than a parking garage at any time.
8. **Sidewalks, Grass, or Shrubbery:** No person shall drive a vehicle on a sidewalk, walkway, patio, plaza, grass, shrubbery or any unmarked or unimproved ground area unless such areas are signed and marked for driving, except as specifically authorized by Parking Services or University Police.
9. **Roller-Skates, Skateboards and Scooters:** No person shall use roller-skates, a skateboard, or a scooter on University property.
10. **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.

**11. Operate/Park Safe Vehicle:** No vehicle will be operated or parked on campus unless it meets the minimum safe equipment conditions as required by Texas Motor Vehicle Laws and has a valid safety inspection certificate.

**12. 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 or walk on the traveled portion of any street, alley, or driveway in such a manner as to obstruct or prevent the free flow of traffic.

## SECTION IV: PARKING REGULATIONS

1. **General:** A vehicle operator shall park only in a parking space as authorized by the parking permit displayed or as otherwise specifically authorized by Parking Services or University Police. Each parking space within a lot or garage shall be marked or defined by appropriate signs and/or other markings. Parking in a garage requires a Zone permit that authorizes garage parking.

Parking and traffic regulations are in effect at all times on all campuses.

UTHSCSA faculty, staff, students or persons housed or who have offices on any UTHSC campus are NEVER considered visitors. They may not park at any parking meter or in any other hourly-pay parking space except after 6:00 p.m. (5 P.M for meters) and before 6:00 a.m. weekdays, weekends, and on designated University Holidays. Exception: if the permit holder is attending a scheduled medical appointment at University Treatment facilities on another campus, they may park in visitor areas.

### STUDENTS

When a student has accumulated five (5) or more unpaid parking or traffic citations and/or charges of \$200.00 or more, he/she will be placed on the "HOLD" and/or "BAR" list for unpaid parking and traffic tickets, and the appropriate Dean may be notified by the Parking Service manager. Their record will be forwarded to the Parking and Traffic Committee for review and possible suspension of parking privileges.

### EMPLOYEES

When an employee has accumulated five (5) or more unpaid parking or traffic violations and/or charges of \$200.00 or more, the employee's Dean, Director, or Administrative Official may be notified by the Parking Service manager. Their record will be forwarded to the Parking and Traffic Committee for review and possible suspension of parking privileges.

2. **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.
3. **Permit Requirements:** A permit is required at all times on campus.
4. **Manner of Parking:** No person shall:
  - A. Park without a current parking permit or payment of the designated short-term parking, except as specifically authorized by Parking Services or University Police.
  - B. Park a vehicle such that it occupies portions of more than one parking space.
  - C. Park a vehicle with the left wheels to the curb unless parked on a one-way street.
  - D. Double park a vehicle.

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- E. Park a vehicle in a manner that obstructs “Disabled” parking spaces, walkways, driveways, ramps, loading docks, or marked crosswalks.
  - F. Park any vehicle on a sidewalk, walkway, patio, plaza, grass, shrubbery or any unmarked or unimproved ground area.
  - G. Privately owned motor homes, recreational vehicles, trailers and other oversized vehicles (1 ton or more), and whose individual or combined length is in excess of twenty (20) feet, will not be parked on campus without specific authorization.
  - H. Park a vehicle in a no parking zone
  - I. Park a vehicle in an area designated as a bus stop.
  - J. Park in a space with a barricade or remove a barricade, except as specifically authorized by Parking Services or University Police.
  - K. Park or store a bicycle except at designated bicycle parking areas
5. **Loading Zones:** Vehicle operators may park in a Loading Zone (LZ) for 30 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.
  6. **Parking Down:** Vehicles will not be parked in any area or space other than that designated by the vehicle permit for the campus to which they are assigned. Permit holders with business on other campuses must park in the zone named on the permit. Zone I reserved and non reserved, Zone II and zone III reserved permit holders with business on other campuses may park in any vacant non reserved, non-timed surface space at that location.  
  
If a lot/zone is full, permit holders may “Park Down.” For example, a Zone 2 permit holder may park in Zone 3 if the Zone 2 Lot is full. “Parking Up” is not authorized.
  7. **Parking Meters:** Parking meters are in use and enforced from 6:00 a.m. to 5:00 p.m., Monday through Friday, except on designated University holidays or as posted on the meter.
  8. **Disabled Parking:** No person shall park a vehicle in a "Disabled" space without a University permit and appropriate state disabled placard or license plate except for in short term paid parking.
  9. **Veteran Parking:** Disabled Veterans, Congressional Medal of Honor Recipients, Former Prisoners of War, Pearl Harbor Survivors, and Purple Heart Recipients, whose vehicles display the special license plates issued by the Texas Department of Transportation, **upon registration and proper notification to Parking Services**, are exempt from the payment of fees at paid short-term surface parking and are further 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.

10. **Visitor Parking:** Visitors are required to park in designated visitor parking lots/areas. The lots will issue a time stamped ticket which will require the visitor to pay before departure.

Visitor parking areas are contained in larger permit parking lots and have parking meters.

Departments may purchase a special visitor permit for visitors with a pre-planned arrival through the Parking Services Office.

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

12. **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.

## **SECTION V: PARKING PERMITS**

### **1. Issuance of Permits**

A parking permit will be issued upon application and payment of a parking fee to the Parking Service Office. An individual is authorized to purchase only one permit, with the exception of a motorcycle permit, and may only use one permit at any time. A hangtag 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.

- A. New faculty and staff members must purchase a parking permit on their first day of employment. Parking permit fees are due and payable at the time of application. New students will be offered the opportunity to purchase a parking permit during their initial student registration process.
- B. Persons who reside in the same domicile and who both work at, or attend, the University and who drive to the campus together may purchase one permit. They would also each be allowed temporary passes to bring an additional car on campus for a special reason.
- C. Employees hired or students enrolling after the beginning of the permit year will be charged a pro-rated amount based on the total cost of the permit issued and the remaining months in the permit year. If permits are available for the next permit year, employees and students will be afforded the opportunity to buy that permit, paying the pro-rated amount for the remaining months on the current permit, plus the full twelve months on the new permit.
- D. Faculty, staff and students who choose not to purchase a permit will be required to sign a parking waiver stating they will not park on University facilities weekdays between 6:00am and 6:00pm except Holidays. If they are found parked on University facilities, they will be required to purchase a permit and pay a fine.
- E. Persons housed or who occupy an office on the campus who are not UTHSCSA employees or students must purchase a permit on the first day of such assignment.
- F. Special students, part-time students and auditing students are considered regular students and must pay the appropriate fee for the type of permit issued.
- G. Hanging or transferable permits must be clearly visible with the numbers and expiration date facing to the front or outside of the vehicle and hung from the inside rearview mirror. Obstructed or improperly displayed hanging permits render them invalid.
- H. The original registrant will be held responsible for any traffic citation(s) issued to a vehicle displaying his/her permit. Report lost or stolen permits immediately to the Parking Service Office. You will be issued a replacement permit after you complete a short report, and pay the replacement fee. Should the permit be found, the replacement fee will not be refunded.

The Parking Service manager may issue special permits for events to the host department. Parking areas are subject to closure by the Parking Service manager for special events, construction or other special circumstances. The Parking Service manager may establish fees for special circumstance parking, including contractor and event parking.

## **2. Classes of Permits and Eligibility:**

### **A. Zone 6:**

This permit is for those employees who are housed or have an office in Edinburg, Harlingen or Laredo. It is also for students who are assigned to Edinburg, Harlingen or Laredo who have not previously purchased a permit. Students who have purchased a permit for the San Antonio campus may use their existing permit at the satellite campus locations. Zone 6 permit holders using the San Antonio campuses for University business may park in Zones 2, 3 or 4 non-reserved lots with a properly displayed permit. Students on rotation must have either a zone 6 permit or a UTHSCSA permit.

### **B. VOLUNTEER PARKING:**

Any person who donates his or her service to the University without salary or stipend, and is appointed in writing by a department chairperson may receive one (1) volunteer parking permit without charge. This will be a Zone 3 Non-Reserved Permit, issued without charge and classified as a Volunteer Permit in the Parking Management System.

### **C. DISABLED PARKING:**

All disabled persons are required to purchase a permit and to pay fees and penalties related to parking in a parking lot, or space including a space reserved for a specific permit holder or otherwise restricted. These permits will be charged at the Zone 2 unreserved rate. Reserved Disabled Permits will be charged at the Zone 2 Reserved rate, unless they are located in a Garage. Those are charged at the Zone 1 Reserved rate.

In compliance with Texas Transportation Code 681, the only exceptions are disabled veterans, Congressional Medal of Honor Recipients, former Prisoners of War, Pearl Harbor Survivors, and Purple Heart Recipients whose vehicles display the specially designed license plates or placards issued by the Texas Department of Transportation or other government agency. These vehicles bearing these plates will not be charged for a non-reserved permit or to park in a parking lot, meter or space designated for visitor parking. These vehicles must be used for the transportation of the disabled person or recipient identified above.

These exemptions allow parking only in spaces where parking would otherwise be appropriate and do not permit the parking of a vehicle at a time or place where parking is restricted or prohibited such as reserved parking spaces.

**There are disabled spaces designated for employees and visitors. These spaces must be used appropriately.**

**D. DISABLED PERMIT QUALIFICATIONS:**

A permanent UTHSCSA disabled permit may be obtained from the Parking Service Office upon presentation of a State disabled permit and medical proof of disability.

**E. TEMPORARY DISABLED PERMITS:**

A temporary disabled permit is available to persons with a short term medical condition that requires disabled parking accommodations. The applicant must present a letter from the attending physician indicating the nature of disability and the length of time accommodations are medically required. The Parking Service Office will issue a Temporary Disabled permit for the duration of time stated in the letter. This permit is good only on UTHSCSA campuses. It does not grant disabled parking privileges off campus.

**F. COMMUTER PARKING PERMIT:**

Issued to UTHSCSA staff or employees who are not housed on UTHSCSA owned campus properties within San Antonio, and who use campus parking facilities on an infrequent basis. It allows parking in Zones 3, 4, 5 and Official Business spaces when an Official Business permit is also displayed.

**G. CAR POOL PARKING:**

A Car Pool group shall consist of at least three persons with separate domiciles who are faculty, staff, students or persons that have an office or classes on the UTHSCSA campus.

Upon application and payment of the fee one (1) Zone 3 Car Pool permit will be issued, classified as a Carpool permit in the parking management system to the Car Pool group. The members of the group are not eligible for any other permit.

The group will park in in the designated car pool spaces in Zone 3. They will not park multiple vehicles, nor park in any other space.

A Car Pool will automatically cancel whenever the group membership falls below the required number of riders.

If there is an event or circumstance that requires Carpool permit holders to bring multiple vehicles, the additional vehicles will park in visitor and pay the hourly fees. 12 of these type exceptions are allowed per permit year.

#### H. **CLINICAL/ADJUNCT PARKING PERMIT:**

A member of the Adjunct faculty is a faculty member who donates his/her services to UTHSCSA and is listed in the Adjunct faculty roster. They work for no salary or tenure and are not receiving a salary from any other University department or division. They cannot be a registered student with the UTHSCSA.

They will be issued one (1) Zone 2 Non Reserved expiring permit at no charge. The permit will be classified as Clinical Adjunct in the parking management system.

#### I. **RETIREE PARKING:**

Faculty and staff members retired under the Teacher Retirement System or Optional Retirement Plan can continue to park in the Non-Reserved zone for which they were eligible at the time of retirement if they are not employed in any capacity with The University of Texas System. They will be issued that class of permit, which will be classified as "Retired" in the Parking Management system.

Should they return to the University on a paid basis, they will be issued the class permit last purchased. If this was a reserved space, they will be sold a zone 2 non-reserved permit.

**3. Display of Permits:** A permit must be displayed as follows: Prominently hanging from the Rearview mirror so that it is completely visible. Nothing should obstruct the ability to read the permit, the numbers and view the renewal sticker.

#### **4. Surrender or Removal of Permits:**

A. Termination of Relationship with UTHSCSA: A permit holder shall return their permit to Parking Services when the permit holder's relationship with the University terminates. Permits not returned to Parking Services remain active and the permit holder is responsible for the permit fee.

B. Permit holders are required to remove and surrender their permit:

1. In the case of a decal permit when there is a change in ownership of the vehicle
2. When a replacement permit has been issued
3. Upon revocation of the permit

**5. Expiration of Permits:** Permits expire on the date listed on the face of the permit. Payroll permits will change to the newly issued sticker when issued, but not later than Aug 31 of the expiring year.

6. **Payment of Permit Fees:** When an 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. Permits may be purchased with the following payment methods:
  - A. Payroll deduction (for eligible employees only)
  - B. MasterCard, Visa or Discover at the Parking Service office.
  - C. Checks or Money orders (made payable to The University of Texas Health Science Center at San Antonio)
  - D. United States Currency
7. **Lost/Stolen Permits:** Immediately report any lost/stolen permit to Parking Services. Lost/stolen permits may be replaced for a fee of \$10. Return any permit recovered after such a report to Parking Services immediately. Use of a permit that has been reported as lost/stolen is subject to fines and penalties as described in these regulations.
8. **Permit Refunds:** When a valid permit is returned any refund due will be prorated based on the number of full months of parking privileges remaining.
  - A. All refund requests must be accompanied by the permit, permit remnants showing the permit number, or a lost/stolen permit report.
  - B. Refund requests will be honored only if the person's parking and driving privileges have not been suspended and there are no outstanding charges or other debts remain unpaid.
9. **Permit Misuse:** Misuse of any permit will result in confiscation of the permit, and that individual will not be issued a permit for at least one year. Parking Services 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 UTHSCSA parking permit not issued in accordance with these regulations.

Students will be referred to the appropriate Dean. Faculty/Staff will have the matter forwarded to the appropriate Dean, Director, or Department Head for potential administrative/disciplinary action. Violators who are found in possession of a lost, stolen, or altered permit will also be required to pay the annual cost of the permit type they fraudulently used.

#### **10. Parking Validation:**

Departments may purchase parking "Chaser Tickets" from the Parking Service Office. This allows departments to pay for the parking of visitors, special guests, etc. Each department will be billed as the tickets are used through Interdepartmental Transfer.

### **11. Permit Renewal:**

All classes of permits can be renewed by mail or in person. The ability to renew online will expand in the near future. Eligible persons who wish to enroll in the payroll deduction plan must submit a current Payroll Deduction Authorization form, which is available at the Parking Service Office. Changes in Zone or special parking assignments must be made in person at the Parking Service Office and cannot be completed by mail or online.

### **12. Replacement Charges:**

Any time a replacement permit is issued there will be a \$10.00 charge. Return remnants of old permits (or the entire hanging permit) at that time. Report the theft of a permit (hang tag) immediately to the Parking Service Office. The stolen permit will be replaced the first time for a \$10.00 fee, non-refundable. The second or subsequent time, the full replacement price for the permit will be charged.

### **13. Permit Upgrades:**

Parking permits upgrades will occur on a space available basis. Persons may apply to multiple waitlists. The fee due will be based on the rate of the new permit, with the prorated amount due at the time of the transaction. For payroll deduction participants the fee charged will be determined by the date of the monthly payroll process. An exchange fee of \$5.00 will be charged to change from one zone category to another within a permit year.

### **UT Health Science Center San Antonio/UTSA Reciprocal Agreement:**

**Parking at UTSA:** Vehicles bearing UTHSCSA parking permits may park in Commuter Student areas, non-designated or unassigned parking spaces on campus. Commuter, motorcycles, Service & Delivery, Official Business, Retiree, and Volunteer may park in short-term parking spaces at the hourly rate. UTHSCSA disabled students or faculty staff members must possess a current UTHSCSA parking permit and the appropriate license plate and /or placard or hangtag from the Texas Department of Transportation or disabled permit from the County Tax Assessor Collector and must be displayed before parking in specially designated disabled parking areas at any of the UTSA campuses.

### **Parking Permit Reciprocity: UTHSCSA Parking Permits at UTSA**

- Zones I and II permits are valid for parking in UTSA Faculty/Staff A spaces
- Zones III and IV permits are valid for parking in UTSA Faculty/Staff B spaces
- Zone V permits are valid for parking in UTSA Commuter surface spaces

- Zone VI permits are valid for parking in UTSA Faculty/Staff B spaces

#### **UTSA Parking Permits on UTHSCSA:**

- Executive permits are valid for parking in Zone II non-reserved spaces
- Garage Permits are valid for parking in Zone II non-reserved spaces (There is no reciprocity for Evening Garage Only Permits.)
- Reserved permits are valid for parking in Zone II non-reserved spaces
- Faculty/Staff A permits are valid for parking in Zone III and IV spaces
- Faculty/Staff B permits are valid for parking in Zone III and IV spaces
- Commuter permits are valid for parking in Zone V spaces
- Flex Permits are valid for parking in Zone IV spaces
- Housing Permits “H” & “U” are valid for parking in Zone IV spaces

Reciprocity will not be honored for students enrolled at both institutions. When enrolled at both institutions permits must be purchased for each campus.

When parking at the campus offering reciprocity, the permit holder agrees to abide by the parking rules and regulations of the campus as if the permit holder had purchased a parking permit from that institution.

Parking in a UTSA Parking Garage requires a UTSA Garage permit. UTHSCSA faculty, staff or students wishing to park in one of the UTSA Parking Garages must pay the associated daily rates.

#### **SECTION VI: ENFORCEMENT**

##### **1. Parking and Traffic Citations:**

- A. Issuance: Any person violating these regulations may receive a citation.
- B. Parking Services: University Parking Controllers are authorized to issue University parking citations.
- C. University Police Authority: University Police officers are authorized to issue University citations and court appearance citations for violation of these regulations. It is the general policy of the University to issue court appearance citations only for moving violations to personnel with no affiliation to the University; University Police maintain the discretion to issue a court appearance for any appropriate violation.

D. Public Safety Officers/Parking Control Officers: University Public Safety Officers/Parking Control Officers are authorized to issue University Parking Citations.

2. **Failure to Discharge Court Appearance Citations:** Failure to discharge a court appearance citation may result in the issuance of an arrest warrant.
3. **University Citations:** University citations are issued for offenses listed in Section VII: Driving and Parking Offenses. Any person receiving a University citation must remit the amount of the charge or submit an appeal to Parking Services within 10 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.
4. **Appeals from University Citations:** Any person issued a University citation may appeal the citation to Parking Services by completing a form or online appeal on the Parking Services website within ten (10) calendar days after the citation is issued. Payment of the citation at any time prior to submitting the first level appeal or issuance of the determination of the Appeals Officer results in forfeiture of the responsible party's right to appeal. Boot Administrative citations and towing or storage fees are not eligible for appeal. The responsible party must file the appeal.

**Method of Appeal:** Students, Faculty and staff will file all appeals online, hardcopy appeals will not be accepted unless the Parking Services Manager makes an exception based on circumstances. Visitors may appeal with a hardcopy form.

**Third Party Appeals:** Appeals submitted by UTHSCSA departments or personnel on behalf of their guests or anyone using a departmental parking permit will not be accepted.

5. **Initial Review of Appeal:** When a citation is appealed it is considered by the Parking Service Manager/Director or a designated representative. The appellant may only request an in-person appearance by appointment through submitting an appeal form. Appeals will be reviewed within 15 working days of receipt of the appeal or in-person appearance. Appeal results may take longer during unusually busy periods.
6. **Appeal to the Parking and Traffic Committee:** If the Appellant does not agree with the decision of the Parking Service Manager/Director, they may appeal that decision to the University's Parking and Traffic Committee This Appeal will be "on the record." That is, the appellant will not have the opportunity to appear in person. The appeal of the Appeals Officer's decision must be submitted within 10 calendar days after the date the Appeals Officer renders the decision. It must be accompanied by payment of the fine. If payment is not included the appeal will not be reviewed. The amount of the citation will be refunded if the Panel finds in favor of the appellant.

The Parking and Traffic Committee will make reasonable efforts to review the written appeal within 60 days after the appeal has been submitted.

The Appeal to the Parking and Traffic Committee may be on a new appeal form provided by the Parking Services office, or it may be a typed statement. Regardless of form, it must contain the following:

Citation number(s)

License number of vehicle(s)

Date notified of the original decision from Parking Services

Typed name, address, email address (If available) and signature of person requesting the review

**The decision of the Parking and Traffic Committee is final.**

- 7. Failure to Pay Citation Charges:** Failure to pay or appeal the citation within 10 calendar days of citation issuance or decision of Appeals Officer will result in each citation accruing late fees at the scheduled rate. Unpaid citations can result in student financial holds preventing students from receiving grades, refunds, official transcripts, or graduating. Ten (10) or more violations within one calendar year may result in suspension of driving and parking privileges on campus and/or disciplinary action.

**Late Fees:**

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

- 8. Vehicle Immobilization or Impoundment:** Parking Services or University police may immobilize (boot) or impound (tow/relocate to a storage area) the vehicle of any person who accumulates Five (5) or more unpaid parking or traffic citations and/or charges of \$200 or more, has any outstanding citation over 120 days past due, or who is in possession of a lost, stolen or altered parking permit.

**Immobilization or impoundment of any vehicle for violation of the Parking and Traffic Rules must be authorized by the Chief of Police before any action is taken.**

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 at the discretion of University Police. 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 48 hours may be

impounded (towed to a storage area). The owner and operator are severally responsible for any booting, towing, or storage fees.

9. **Suspension of Privileges:** The Parking and Traffic Safety Committee, through a Suspension subcommittee, may prohibit a person from operating or parking a vehicle on campus if that person has received five (5) or more violations or has the following violations:
- (a) Forging or altering a permit
  - (b) Uses a forged or altered permit
  - (c) Transfers or uses a permit not purchased by the individual
  - (d) Failing to destroy a permit when required to do so by these regulations with the intention of providing any person with parking privileges he/she is not entitled to under these regulations
  - (e) Providing false information to obtain a parking permit.
  - (f) Parks or drives a vehicle using a permit which the individual did not purchase.

Persons suspended by the Suspension Subcommittee will lose the privilege of driving or parking on the University campus for up to one year. The Subcommittee can also impose certain limited provisions, such as probation.

If a person whose campus driving and parking privilege 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.

A person receiving notice that his/her privilege of driving or parking a vehicle on campus has been suspended may appeal the suspension to the full Parking and Traffic Committee. It must be filed within (10) calendar days. The grounds for the appeal may be that the imposition of such suspension is improper or will create a serious and substantial hardship. No appeal shall be considered if there are any unpaid citations at the time the appeal is filed, unless special arrangements are made with the Parking Service Office.

Once notified that their campus parking and driving privileges are suspended, personnel will return their issued permit to the Parking Service Office within fourteen (14) days after date of such notice. There will be no refund of permit fees.

10. **Collections:** Any charge not paid when due may be forwarded to an outside collection agency 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.
11. **No Excuse:** The absence of sufficient parking spaces on the University campus is not justification for violation of these 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 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.

**SECTION VII: DRIVING AND PARKING OFFENSES**

<b>Violation Code</b>	<b>Violation Title</b>	<b>Enforcement fee</b>
1001	Parking Without a Permit	\$100.00
2001	Obtaining a parking permit by false pretense or by fraudulent means	\$100.00
2002	Displaying a fraudulent or fictitious parking permit or decal	\$100.00
2003	Displaying a parking permit or decal which has been canceled or revoked	\$100.00
2004	Displaying a parking permit that has been reported lost or stolen	\$100.00
2005	Altering a Parking Permit	\$100.00
2006	Operating or Parking vehicle on campus while suspended	\$100.00
2007	Removing an immobilization device from an immobilized vehicle	\$100.00
2008	Parked in Disabled space without proper permit	\$250.00
2009	Displaying a permit issued to an individual no longer associated with the University	\$100.00
2010	Administrative fee for the unauthorized removal of an immobilization device from an immobilized vehicle	\$100.00
2011	Administrative fee for the installation of an immobilization device	\$100.00
2012	Parked in a reserved space without a reserved parking permit	\$100.00

<b>Moving Violations</b>		
<b>Violation Code</b>	<b>Violation Title</b>	<b>Enforcement fee</b>
3001 A	Exceeding posted speed limit by less than 15 mph	See Fine Schedule below
3001 B	Exceeding posted speed limit by more than 15 mph	See Fine Schedule below
3002	Failure to Stop or disregard stop sign	See Fine Schedule below
3003	Operate a vehicle the wrong way on a one way street	See Fine Schedule below
3004	Operating a vehicle on a sidewalk, over curbs or on grounds not designated for vehicle traffic	See Fine Schedule below
3005	Failure to yield right-of-way to a vehicle.	See Fine Schedule below
3006	Failure to yield right-of-way to a pedestrian in a crosswalk.	See Fine Schedule below
3007	Leaving the scene of an accident.	See Fine Schedule below
3008	Moving a barricade, driving around a barricade or parking within a barricaded area.	See Fine Schedule below
3009	Failure to obey a lawful order or direction of a University Police Officer, Guard or Traffic Controller.	See Fine Schedule below
3010	Jaywalking - Pedestrian crossing a street at other than an intersection or crosswalk.	See Fine Schedule below
3011	Littering, throwing or depositing trash, litter or other waste on roadways, parking areas or sidewalks.	See Fine Schedule below
3012	Improper backing, causing an accident.	See Fine Schedule below
3013	Improper start from parked position	See Fine Schedule below
3014	Illegal turn.	See Fine Schedule below
3015	Defective muffler (loud noise).	See Fine Schedule below
3016	Altering a buyers plate. (Moving Vehicle)	See Fine Schedule below
3017	Displaying expired License Plates. (Moving Vehicle)	See Fine Schedule below

<b>Violation Code</b>	<b>Violation Title</b>	<b>Enforcement fee</b>
3018	Driving an Unsafe Vehicle on Campus. (expired state inspection sticker).	See Fine Schedule below
3019	Riding a bicycle on a sidewalk or walkway.	See Fine Schedule below
3020	Displaying an outdated traffic citation or one issued to another vehicle	See Fine Schedule below
3021	Other moving violations of the Texas Motor Vehicle Laws	See Fine Schedule below
<b>Fine Schedule for Moving Violations</b>		
\$40.00 First Violation		
\$65.00 Second Violation		
\$80.00 Third Violation		
\$95.00 Fourth and subsequent violations.		
<b>Fine Schedule for Speeding</b>		
3001 A	\$75.00 first violation	
	\$100.00 second violation	
	\$110.00 third violation	
	\$125.00 fourth and subsequent violations	
3001 B	\$100.00 first violation	
	\$150.00 subsequent violations	

<b>Parking Violations</b>		
<b>Violation Code</b>	<b>Violation Title</b>	<b>Enforcement fee</b>
4001	Expired Parking Permit.	See Fine Schedule below
4002	Parking in an area or space not authorized by permit or decal displayed	See Fine Schedule below
4003	Parking in loading or other restricted zones without authorization or in excess of time limit	See Fine Schedule below
4004	Parking Permit improperly displayed or affixed.	See Fine Schedule below
4005	Parked in an area or along a curb not designated for parking	See Fine Schedule below
4006	Parked where prohibited by signs or markings.	See Fine Schedule below
4007	Failure to park within the lines of a designated parking space.	See Fine Schedule below
4008	Parked blocking a sidewalk entrance, walkway, crosswalk or parking space drive	See Fine Schedule below
4009	Parked blocking a fire hydrant	See Fine Schedule below
4010	Parked in a Car Pool space without a Car Pool permit	See Fine Schedule below
4011	Parked wrong way on a one-way street or traffic lane	See Fine Schedule below
4012	Parking with passenger side wheels more than 18" from the curb. Blocking traffic lane.	See Fine Schedule below
4013	Blocking Traffic lane	See Fine Schedule below
4014	Parking a bicycle in violation of the parking regulations (specify).	See Fine Schedule below
4015	Parking a vehicle of any type including a bicycle within a University building. (State vehicles exempt)	See Fine Schedule below
4016	Roller-skating or skateboarding on campus.	See Fine Schedule below

<b>Violation Code</b>	<b>Violation Title</b>	<b>Enforcement fee</b>
4017	Violation of Car Pool Rules and Regulations. (specify)	See Fine Schedule below
4018	Parking meter expired. Meter No	See Fine Schedule below
4019	Other parking violations of the UTHSCSA Parking and Traffic Regulations indicated on the citation.	See Fine Schedule below
4020	Other parking violations of the Texas Motor Vehicle Laws.	See Fine Schedule below
<b>Fine Schedule for Parking Violations</b>		
\$20.00 First Violation		
\$30.00 Second Violation		
\$50.00 Third Violation		
\$75.00 Fourth and subsequent violations.		

**APPENDIX A, PARKING FEES TABLES:**

**Parking Permit Fee Schedule**

Zone	Monthly 2013-2014	Annually 2013-2014
	\$74.91	\$899.00
	\$46.83	\$562.00
	\$53.58	\$643.00
	\$34.00	\$408.00
	\$53.58	\$643.00
	\$17.00	\$204.00
	\$8.50	\$102.00
	\$7.25	\$87.00
	\$9.66	\$116.00
	\$2.41	\$29.00
Motorcycle	\$4.83	\$58.00
Serv. & Del.	\$25.50	\$306.00
Official Busi		\$29.00
Retirees		\$29.00
Volunteers		
Disabled NR	\$34.00	\$408.00
DSR Z1R	\$74.91	\$899.00
DSR Z2/3R	\$53.58	\$643.00

<b>Visitor Parking</b>	<b>Rate</b>
30 Minutes or Less:	Free
31 Minutes to 1 hour:	\$1.25
1 hour to 2 hours:	\$2.25
2 hours to 3 hours:	\$3.25
3 hours to 4 hours:	\$4.25
4 hours to 5 hours:	\$5.25
5 hours +:	\$6.00
Lost Tickets:	\$6.00