

**West Texas A&M University Parking Services Division
Traffic and Parking Regulations**

Parking Services Division:

The Parking Services Division (PSD) is a part of the University Police Department at West Texas A&M University and governed by an advisory committee consisting of faculty, staff, and students of the University. The President of the University selects committee members. Updated parking rules or changes in the regulations are available at www.wtamu.edu and in Parking Services. The Parking Services Division (PSD) gets its authority from the Texas Education Code Sec. 51.202 (noted below). In order to accommodate the growing population and needs of WTAMU, our goal is to provide the students, faculty, staff, and visitors of the University with efficient parking. Parking control officers as well as UPD police officers regulate parking. The Parking Services Division is located in the Police Department at 301 23rd Street, on campus. Office hours are 7:30 a.m. to 5:00 p.m., Monday through Friday.

Please feel free to contact us if you have questions or need assistance.

Emergency- 24 hours.....	911
Parking Services Division.....	651-2309
Police- Administrative-24hours.....	651-2300
Medical Services.....	651-3287
Canyon Clinic.....	655-2104

Occasional changes may occur during the school year that may not be reflected in this edition of the Traffic & Parking Regulations. For updated information, contact PSD.

Texas Education Code Authority:

Sec.51.202. Rules and Regulations: Penalty.

The Parking Services Division (PSD) gets its authority from the state statute, noted below:

(a) The governing board of each state institution of higher education, including public junior colleges, may promulgate rules and regulations for the safety and welfare of students, employees, and property, and other rules and regulations it may deem necessary to carry out the provisions of this subchapter and the governance of the institution, providing for the operation and parking of vehicles on the grounds, streets, drives, alleys, and other institutional property under its control, including but not limited to the following:

- (1) Limiting the rate of speed;
- (2) Assigning parking spaces and designating parking areas and their use and assessing a charge for parking;

- (3) Prohibiting parking as it deems necessary;
- (4) Removing vehicles parked in violation of institutional rules and regulations or law at the expense of the violator; and
- (5) Instituting a system of registration for vehicle identification, including a reasonable charge.

(b) A person who violates any provision of this subchapter or any rule or regulation promulgated under the authority of this subchapter is guilty of a misdemeanor and on conviction is punishable by a fine of not more than \$200.

Acts 1971, 62nd Leg., p.3072. ch. 1024, art.1, Sec. 1, eff. Sept. 1. 1971.

I. REGISTRATION FEES for PARKING (2017/2018)

A. PARKING is BY PERMIT ONLY All vehicles parking on campus must have a guest permit or a valid WTAMU parking permit to park on campus, on any parking lot, at any time.

Student parking

- 1st permit is free (costs are assessed through student fees)
- 2nd and additional permits are \$40.00
- Replacement permits are \$10.00

Faculty and Staff Parking Based on a salary range tier system:

- Tier One: 0 - \$24,328.....Permit Cost = \$60.00
- Tier Two: \$24,329 - \$48,656.....Permit Cost = \$80.00
- Tier Three: \$48,657 - \$72,984.....Permit Cost = \$100.00
- Tier Four: \$72,985 +Permit Cost = \$120.00

- *Beginning in the 17/18 academic year, parking at the First United Bank Center (FUBC) or the Buffalo Spots Complex (BSC) will require a parking permit. A reduced cost permit can be purchased just for these two locations at a cost of \$30. This only applies to staff and faculty members who choose not to purchase a parking permit based on their tier level. This permit only allows parking on the main campus during breaks between long semesters and the summer. Parking on the main campus at any other time with the reduced price permit will result in a citation.*
- *If you purchase a permit based on your tier level, you are not required to purchase the \$30 permit.*
- *Students are not required to get a different permit to park at the First United Bank Center or the Buffalo Sports Complex.*

B. BICYCLES

Bicycles do not require a permit. However, it is recommended that you register your bicycle with Operation Lockout Theft in order to enhance the chances of recovery in the event it is stolen. This is a public service offered by UPD.

C. MOTORCYCLES

Motorcycles will be charged the same fee as cars and must display a valid permit to park on campus.

D. SPECIAL PERMITS

- (1) Guest Permits.....No Charge
One-day guest permits are available for use on vehicles driven by individuals that are not students, faculty, staff or receiving compensation for their work on campus.
- (2) AC Membership Permits..... \$10.00
Parking Permits are available at PSD for individuals purchasing an AC membership. The permit is valid for the length of the membership. Vehicles bearing these permits may park only in Zones 13 and 24.
- (3) Construction Permits.....No Charge
The Physical Plant issues construction permits to contractors for the personal vehicles of construction workers. Parking is restricted to the immediate construction site.
- (4) Temporary Permits
Temporary permits are valid through the expiration date written on the permit by PSD staff. This permit may be obtained at the PSD office for a vehicle temporarily on campus. With a person having a valid WTAMU permit, you are entitled to 21 days of free temporaries a semester; one day to one week at a time. For those who do not have a permit, temporary and summer permits may be obtained at the following rate.
1 day - \$4 00; 1 week - \$8.00; 1 month - \$12.00; Summer only- \$20.00
- (5) Replacement Permits.....\$10.00
Replacement permits are available when the old permit is scraped off the vehicle if it is sold or otherwise legally disposed of or permit was incorrectly placed on vehicle. The remains of the old permit must be brought to PSD.

E. NIGHT STUDENTS

Night students must have a permit to park on campus and must observe all parking regulations at all times.

F. PERMIT DISPLAY

The Permit must be permanently affixed and be visible while parked on campus to be valid. The registration is not complete until the permit is properly displayed to the lower left corner on the outside of the back windshield unless an alternate location has been approved by PSD due to unique vehicle characteristics. For motorcycles, the permit should be displayed on the left

front fork only. PERMITS DISPLAYED IN ANY OTHER MANNER WILL BE CONSIDERED VOID AND CONSTITUTE A VIOLATION. Lost or stolen permits displayed on a vehicle after being reported to PSD will result in the car being impounded and loss of parking privileges for one (1) year.

G. Permits will not be sold for the next academic year to students, faculty or staff with outstanding parking citations.

H. A valid driver's license is required at the time the permit is issued. If driving privileges are suspended, permits may be automatically voided.

II. REGULATIONS and ENFORCEMENT:

A. Parking rules and regulations are enforced year-round.

B. Any false or incorrect information given at the time of registration may automatically render the permit VOID.

C. Reserve or Handicap Parking:

Individuals, who legally possess a handicap parking permit, registration tab or other legal device indicating such handicap or disability, are required to obtain a permit from PSD per. This authority is granted by the Texas Education Code, Sec. 681.008. Individuals exempt under TRC 681.008 must still obtain a permit to park on campus, but no fee for the permit will be assessed. If there are no available handicap spaces, vehicles bearing handicapped registration devices and WTAMU parking permit may park in the next available parking space. Vehicles illegally parked in reserved spaces, handicap spaces, or museum visitor spaces will be subject to impoundment. SPECIAL RESERVED, RESERVED/FACULTY AND ADMINISTRATIVE PARKING, AND HANDICAPPED PARKING ARE IN EFFECT 24 HOURS PER DAY, UNLESS HOURS ARE POSTED.

D. Persons driving and parking automobiles on campus must observe all traffic control devices and State traffic laws.

E. Refunds are not available for surrendered permits. Permits must be revoked or owner will be held responsible while permit is valid. See IV. (B.)

F. Any vehicle displaying a voided permit is subject to being impounded.

III. PARKING RESTRICTIONS

A. Painted Curbs:

- Red..... No Parking (Fire Lanes)
- Yellow..... No Parking Zone
- Orange..... Loading Zone/30 Min Limit
- White Handicap Parking
- Brown/White Striped..... Parking as designated by sign

B. Students, Faculty, Staff, and Visitors: Items of Interest.

- (1) Motorcycles with valid permits may park in any valid parking space. Motorcycles must not block any foot traffic.

(2) Visitor and/or Museum guest parking is not available parking for current WTAMU students or Faculty and Staff at any time.

(3) A visitor is defined as any individual other than: a) student; b) an employee/staff member; c) any person engaged in the performance of a service for the University; d) any person operating a vehicle bearing a valid University parking permit or vehicle registered to a student.

(4) Faculty parking areas are reserved for faculty only from 7:30 a.m. thru 2:30 p.m. daily. Gold faculty permits are the only permits authorized to use these spaces during that time. Outside of the posted hours, these spaces are available to any valid WT permit.

(5) EVENT CENTER: Shuttle Service is available from this lot to the Main Campus and back Mon-Fri 7a.m. to 6:00 p.m. during the fall and spring semesters. During the fall and spring semesters the shuttle service is also available from 6:00 pm – 10:00 pm Mon.-Thurs. There will be no shuttle service during the summer months or between long semesters.

IV. GENERAL REGULATIONS

A. Any person who operates a motor vehicle on the WTAMU campus is held responsible for obeying the Texas Transportation Code and all University regulations.

B. The registrant of the permit is held responsible for the proper parking of the vehicle, regardless of who may be the operator.

C. The legal speed limits on campus for a street are 20 mph and 10 mph in parking lots.

D. Alcoholic beverages are generally not permitted on campus. Drinking while driving and/or the possession of alcoholic beverages on campus are a violation of University regulations and state laws.

E. Vehicles may not be washed or repaired anywhere on campus.

F. Unauthorized vehicles are prohibited from parking or driving on grass, shrubbery, or sidewalks on campus. Violating vehicles will be subject to citation and impoundment.

G. All vehicles must stop for pedestrians in a crosswalk.

H. All vehicles parked parallel to a curb must park such that the wheels of the vehicle are no more than 18 inches from the curb.

I. The fact that a person is in violation of any regulation or law and does not receive a citation does not indicate that the regulation or law is not in effect.

J. The responsibility of finding a legal parking space rests with the motor vehicle operator. You are not guaranteed a parking space in the area of campus desired. However, there are enough parking spaces for the university community. LACK OF SPACE IS NOT CONSIDERED A VALID EXCUSE FOR VIOLATIONS OF ANY PARKING REGULATION.

K. When parallel parking, vehicles will be parked facing in the same direction as traffic flow.

L. Impound system: Any person who violates regulations concerning parking on campus is subject to vehicle impoundment.

- A third delinquent citation on the same student account will result in the vehicle being either immobilized or impounded.

- A citation not paid within the specified (20) calendar days as stated on the citation, may be impounded.
- Any vehicle not bearing a current WTAMU permit may be impounded.
 - *Impoundment fee: \$75.00 and additional off campus storage;
 - *Immobilization fee: \$75.00 and \$10.00 per day on campus storage.
- These fees cannot be appealed. Vehicles not retrieved by the owner within 5 business days of booting will be towed to impound.

M. All vehicles must be parked according to PSD Regulations.

N. McCaslin Apartments has its own parking which is enforced by the management of McCaslin. Residents of McCaslin must have a permit issued by McCaslin to park there. WT permits are not required to park in the McCaslin parking area.

V. TRAFFIC CITATIONS

A. Traffic citations may be issued for any violation of the parking regulations and/or the Texas Transportation Code. Vehicles may be impounded or permits revoked if the citations are not settled within 10 calendar days.

B. TRAFFIC AND PARKING VIOLATION NOTICES

The University Police Department is authorized to issue two types of citations for violation of university parking and traffic regulations:

- (1) University Citations - those handled by the University, subject to University administrative violation charges and a right to appeal to the Traffic Appeals Committee,
- (2) Court Appearance Citations - those issued by the University Police constituting a summons to appear in the Randall County Justice of the Peace Court or other state court as indicated on the citation.

VI. VIOLATIONS (not all possible violations are listed)

A. Parking Violations

PARKING OUTSIDE OF DESIGNATED AREA SEE SECTION II, A & B

1. Parking in a RESERVED designated area..... \$35.00
2. Parking in Visitor space..... \$35.00
3. Parking on the grass..... \$35.00
4. Parking on the sidewalks..... \$35.00
5. Parking in or on any service drive..... \$35.00
6. Parking more than 18" from the curb \$35.00
7. Violation of any posted sign..... \$35.00
8. Failure to park within the lines of parking spaces..... \$35.00
9. Parking (all others) not defined..... \$35.00
10. Parking in a FIRE LANE (Red curbs)..... \$75.00
11. Parking in any manner which obstructs parked vehicles \$35.00
12. Parking in NO parking..... \$35.00
13. Obstruction of trash container \$35.00
14. Obstruction of any crosswalk..... \$35.00

- 15. Parking on the wrong side of the street..... \$35.00
- 16. Parking in a HANDICAPPED parking space..... \$100.00
- 17. Parking in a designated faculty space without permit\$35.00

B. Registration Violations

- 19. Failure to display a registration permit..... \$35.00
- 20. Not a Valid permit for location.....\$35.00
- 21. Failure to display a registration permit properly..... \$35.00
- 22. Using fictitious, altered, stolen, or lost permit..... \$125.00
- 23. Improper transfer of permit..... \$35.00

C. Miscellaneous Violations

- Washing vehicle on campus..... \$35.00

D. Disposition of Citations

- 1. A citation may be paid:
 - a. online at permitsales.net/WTAMU or
 - b. at Parking Services in person or
 - c. by mail at Box 60295, WTAMU Canyon TX 79016
 - d. credit cards will not be accepted over the phone
- 2. The full, outstanding, amount will be accepted by cash, check, credit card or Buffalo Gold Card. The office hours for PSD are 7:30 a.m.-5:00 p.m., Monday through Friday.
- 3. Parking citations that remain unpaid for twenty days or more shall incur a \$15 late fee. In addition, students with outstanding citations shall have HOLDS put on their academic records.
- 4. Persons having outstanding citations will not be allowed to purchase permits and may result in their vehicle being impounded should it be parked on University property.

VII. CITATION APPEAL PROCESS - To appeal a University parking citation:

- A.** Citations must be appealed within 20 days of their issued citation date.
- B.** Persons may appeal the citation without making payment first; however a HOLD is placed on the student's record at the time the appeal is made.
- C.** An appeal is not permitted 21 days or more after the citation was issued.
- D.** Persons wishing to appeal the citation within the appeal time may do so online at permitsales.net/WTAMU.
- E.** The appeal will be assigned to the next appeal hearing. An email will be sent to the appellant with the time and date.
- F.** Student appeals will be reviewed by Student Appeals Committee.
- G.** Staff and faculty appeals will be reviewed by Faculty/Staff Appeals Committee
- H.** The following reasons are NOT grounds for an appeal:
 - 1. Lack of knowledge of the regulations;
 - 2. Other vehicles were parking improperly;
 - 3. Late to class/appointment;

4. This is my first citation;
5. Did not see a parking sign;
6. Inability to pay the amount of the fine;
7. Operation of vehicle by another person;
8. Disagreement with or disregard for traffic and parking regulations

I. If the appeal is accepted and waived, the HOLD will be released and the citation will be dismissed.

J. After the appeal has been heard, the appellant will be notified by email of the decision. If the citation appeal is rejected, the appellant has 7 days to pay at the \$35.00 rate; after that, the citation will incur a \$15 late fee.

VIII. BICYCLE AND SKATE BOARD REGULATIONS

The following rules apply to roller skates, roller blades, bicycles, skateboards, mopeds and all other non-motorized transportation devices:

- A. No such devices are allowed in ANY University building.
- B. No such device shall be used in a reckless or negligent manner or in a manner that may affect the general well-being of pedestrians or the user of the device.
- C. No such device shall be used in a way that causes damage to property or exterior fixtures of the WTAMU campus.
- D. Devices shall be parked in or immediately adjacent to the bicycle racks provided and not blocking a sidewalk, doorway, hallway or exit from a building or on lawn areas.
- E. Helmets and other personal safety equipment are strongly recommended for those using the above listed devices or any other non-motorized transportation devices on campus.
- F. Violators of such rules may be cited as posted below and/or be escorted from the WTAMU campus.

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| (1) Parked on sidewalk or lawn area..... | \$35.00 |
| (2) Parked in any doorway, hallway, or exit from a building..... | \$35.00 |
| (3) Failure to park bicycles in racks where provided | \$35.00 |
| (4) Use of Skate Boards, Roller Blades, and Roller Skates, where prohibited
on University property | \$35.00 |

Effective Date: August 28, 2017. Updated 05/9/2017