

General Parking & Traffic Regulations

I. Introduction

Pursuant to the authority granted by the Texas Education Code, Tarleton State University has established regulations and procedures applicable to anyone who walks, drives, and/or parks a vehicle on campus. The operation of any vehicle on the Tarleton campus is a privilege granted by the University and not an inherent right of any student, faculty/staff member or visitor. All students and faculty/staff members who park on the University campus must register their vehicles and purchase a parking permit from the University Parking Office. All visitors are requested to obtain and display a valid visitor permit. Disabled Veterans and certain military honors licensed vehicles are required to display a valid permit and will not be charged a fee to obtain the valid permit. If you change plates on your vehicle or get a new vehicle, you must notify the Parking Office prior to parking on campus. **Purchase of a parking permit does not guarantee a parking place on campus.** The University is not responsible for fire, theft, damage to, or loss of, any vehicle parked or operated on University property. The University reserves the right to:

- Remove or impound any vehicle operated or parked in violation of University Regulations;
- Close any campus parking area or facility or to change the designation of any parking area. Such changes will be announced on the Event Calendars, our parking homepage, and/or via email and other media as practicable;
- Suspend or revoke any permit;
- Bar the registration and withhold the grades, diplomas, refunds, and official transcripts of any student for nonpayment of outstanding charges;
- Deny parking permits and parking privileges to those with parking violations or unpaid citations;
- Bring disciplinary action against employees or students who fail to abide by these regulations; and
- Grant the Director of University Police broad discretionary powers to enforce special traffic and parking control when not specifically covered by these regulations.

Tarleton Police Officers are commissioned by the State of Texas to enforce all State and Federal laws, the Texas State Traffic Code, Texas Penal Code, applicable ordinances of the City of Stephenville, and within the county where Tarleton State University owns or leases property. All persons on University property are required to identify themselves to Police Officers and Enforcement personnel when requested. All accidents, thefts, or other offenses which occur on University property are to be immediately reported to the University Police at 254/968-9002 during business hours, 8 am to 5 pm, M - F. If after business hours, they should be reported to the Emergency Control Center @ 3-1-1 (from blue light phones or campus phones), or 254-968-9265. If an emergency, dial 9-1-1.

II. Definitions

- **CAMPUS**-Includes all property under Tarleton State University control.

- **COMMUTER**-Any student NOT residing in a Tarleton Residence Hall or Tarleton assigned apartment complex.
- **RESERVED PARKING**-Faculty/staff parking where a particular space is assigned to a particular individual or purpose. This definition also applies to spaces showing 24 Hour Reserved (including Official Vehicle and Police Unit spaces), and Maintenance spaces.
- **AT-LARGE PARKING**-Faculty/staff parking where they may park in any open (non-numbered) space in their assigned parking lot.
- **RESIDENTIAL STUDENT**-Any student residing in a Tarleton Residence Hall or Apartment.
- **UNIVERSITY**-Refers to Tarleton State University.
- **VEHICLE**-Includes automobiles, vans, buses, trucks, trailers, motorcycles, motor scooters, motorbikes, mopeds, bicycles, go-carts, and tractors.
- **VISITOR**-A person who is neither a student nor an employee of Tarleton. The student or employee is responsible for obtaining a parking permit for people visiting campus. All visitors are requested to obtain and display a valid visitor permit.

III. General Traffic Regulations

- A. The purpose of these regulations is to provide for the safety and welfare of students, employees and visitors, and to provide for the control of traffic and parking.
- B. The maximum allowable speed on campus is 20 miles per hour, except where otherwise posted.
- C. Only approved University vehicles may drive on sidewalks. Operation in parking lots is regulated by Texas Motor Laws as well as Tarleton State University regulations.
- D. Pedestrians shall have the right of way at designated marked pedestrian crosswalks:
 - Every pedestrian crossing a roadway at any point other than within a marked crosswalk shall yield the right-of-way to a vehicle on the roadway;
 - Pedestrians shall not leave the curb or other place of safety and walk or run into the path of a vehicle which is so close that it is impossible for the driver to yield;
 - Pedestrians may cross an intersection diagonally only where permitted by special traffic control device;
 - The operation of a vehicle shall be restricted to the campus drives, streets, and parking lots;
 - The driver of any vehicle involved in a collision shall immediately stop at the scene of the accident or collision, and by the quickest means of communication report the accident or collision to the University Police Department;
 - No person shall fail or refuse to comply with any lawful order or directions of any University police officer (regarding direction, control, or regulation of traffic.);
 - Any person who willfully or through negligence causes damage to Tarleton property shall be liable for any damage done to the property;
 - All vehicles operated upon the campus shall be done so in compliance with applicable State laws and University Regulations, and **shall properly display a current parking permit prior to parking in assigned or approved areas.;**
 - All vehicles are required to stop completely at each STOP sign, and then proceed cautiously without creating a hazard to vehicles not required to stop;

- The operator of a vehicle shall yield right-of-way to pedestrians in marked crosswalks;
- No operator of a vehicle shall drive beyond a barricaded area, or where prohibited by temporary or permanent signs or markings; no unauthorized operator or person shall remove such barricades or signs;
- No driver or operator of any vehicle shall back a vehicle into an intersection or back upon any traffic lane;
- No person in control or possession of a motor vehicle shall bring the same to a sudden start or stop in a parking lot or street, accelerate or race the motor, or honk the horn so as to cause a loud noise or in a manner calculated to disturb the person or persons present;
- No person may throw or deposit any trash, litter, tobacco, or other waste on any parking area, lawn, street, or sidewalk;
- Drivers will transport only those persons who can be safely accommodated inside the vehicle. Drivers of motorcycles will limit passengers to one other person;
- All motor vehicles must be effectively muffled, and must be operated without generating unnecessary noise.;
- Bicycles, skateboards, rollerblades, and roller skates are regulated by separate policy (ask for latest regulations);
- Unleashed animals are not allowed on campus, in vehicles or otherwise unless performing a specific work task as a trained service animal;
- Operating any vehicle on University property without a valid driver's license is prohibited;
- Only University-owned motorized carts are allowed on campus;
- Trailers must be authorized for overnight parking. Storage parking of trailers on campus is prohibited. Any trailers on campus must be parked in P34N or P34S located across Washington St. at the corner of Washington and Harbin; and
- Bus Parking ONLY in P34N or P34S located across Washington St. at the corner of Washington and Harbin.

IV. Parking Rules and Regulations

- A. Responsibility for finding an authorized parking space rests with the motor vehicle operator.
- B. Only vehicles which have a valid parking permit issued by the University may park on campus. **Permits are only valid for parking in the space or zone for which they are issued. Commuting students visiting Tarleton residential halls or apartments may park in the nearest purple or green zone. All permit colors may park in All-Zone (green) parking lots.**
- C. Visitors to campus are required to display a Visitor's permit, which may be obtained by the visitor, a student, or employee at the Parking Office prior to parking. Former students are required to observe campus parking rules and regulations and must obtain a temporary parking permit from the Parking Office.

- D. Persons conducting business with or who render a service-for-hire to the University are required to obtain a Vendor's permit from the Parking Office.
- E. Parking is restricted to spaces that are defined by two (2) **yellow** or **white** parallel stripes or by wheel stops. **IT IS A VIOLATION TO PULL THROUGH OR BACK INTO AN ANGLED SPACE.**
- F. Bicycles shall only be parked in the bicycle parking areas; parking a bicycle inside a building is expressly forbidden. **ALL BICYCLES MUST BE REGISTERED THROUGH THE PARKING OFFICE AND HAVE A BICYCLE PERMIT!** (free).
- G. Parking is not allowed in locations where it is not clearly marked as a parking space or where prohibited by unmarked yellow or red curbs, permanent or temporarily posted signs, or other markings on streets and parking lots.
- H. Parking is prohibited on any lawn, curb, sidewalk, or any area not designated as a parking space or lot, or in any restricted or unauthorized area. **Parking in unmarked lots is expressly prohibited.**
- I. It is prohibited to park a vehicle in any place where it may create a traffic hazard or where it blocks or impedes pedestrian or vehicular traffic or obstructs the entrance or exit of a building.
- J. Except for residential students and University vehicles, parking a vehicle on campus for more than twenty-four (24) hours requires approval from the University Parking Office. If your vehicle is broken down on campus, call the Parking Office and let them know where your vehicle is and how long it will be parked there. After business hours, please leave a message.
- K. **Visitor parking spaces may NOT be utilized by Tarleton FACULTY/STAFF OR STUDENTS between the hours of 6:00am and 5:00pm or anytime that the lot is reserved for scheduled events.**
- L. **Vehicles with Commuter permits are not permitted to park on campus between the hours of 12:00am and 5:00am. Overnight permits may be issued for special circumstances.**
- M. Every vehicle parked upon a two-way roadway shall be parked with the right-hand wheels parallel to and within eighteen inches of the right-hand curb.
- N. Passenger vehicles or trucks shall not be parked in spaces reserved for motorcycles or bicycles.
- O. Motorcycles, motor scooters, motorbikes or bicycles shall not be parked in spaces designated for passenger vehicles or trucks unless they hold a faculty/staff permit.
- P. No person shall stop, park, or leave standing any vehicle within an intersection, on a crosswalk, on a sidewalk or in any location not designated as an approved parking space for the issued permit.
- Q. Parking in clearly labeled loading zones and service drives is restricted to a maximum time limit of fifteen (15) minutes and will be allowed only for the actual process of loading and unloading equipment, supplies, and merchandise (unloading permit required). Unloading permits are available at the Parking Office.
- R. Official University vehicles are allowed to park in any at large parking space or area of the campus without blocking traffic or pedestrian pathways during the performance of official duties. University vehicles can't block fire lanes or park in spaces designated for

other purposes such as: handicapped, reserved, wounded warrior unless permitted for use in that space.

- S. **All student** workers are required to have **STUDENT** permits even if they are not enrolled in classes and are required to park in areas zoned by your issued permit.
- T. Parking in fire lanes is prohibited.

V. Permits and Fees

- All parking permit fees are included on your student bill. Permits may be obtained by ordering them online at www.tarleton.edu/parking. Students without a vehicle who will not be using any transportation services may request a parking fee refund during the first 12 class days of the first semester they are registered for the Academic Year. Lost or stolen permits should be reported to the Parking Office and a replacement permit must be obtained at a cost of \$10.00 each.
- All students must receive a parking permit and have it properly displayed in the vehicle prior to parking on campus. Citations for “No visible permit” and “Displaying an expired permit” will be issued. **All regulations are enforced even during evenings, holiday and break periods.**
- Special students, part-time students, and auditing students shall be treated as regular students and must pay the appropriate fee for the type of permit issued.

A. General Information

1. Display of permits
 - a. The permit must be clearly visible and attached to the lower right (passenger side) of the front windshield. This permit may be transferred from vehicle to vehicle. Only one permit should be displayed on the windshield.
 - b. In the case of a vehicle that has not been registered with the Parking Office, the person to whom the permit in the vehicle is registered is responsible for all citations on that vehicle.
2. Return or Removal of Permits
Permits shall be returned or removed:
 - a. When association with the University is terminated.
 - b. Upon revocation of permit.
3. Annual faculty/staff/student permits will be valid from the date of purchase through August 31 of the current fiscal year.

B. Classes of Permits and Fees

1. Student Permit - Annual \$100.00
2. Student Motorcycle - Annual \$40.00
3. Bicycle - Annual, FREE
4. Faculty/Staff Remote Lot (P34 – Baseball Stadium Lot) AT-LARGE – Annual \$50.00
5. Faculty/Staff AT-LARGE - Annual \$105.00
6. Faculty/Staff RESERVED parking - Annual \$600.00
7. Faculty/Staff Motorcycle - Annual \$40.00

8. Permit Replacement Fee - \$10.00

C. Disabled Qualifications and Rules

Designated disabled parking spaces in Tarleton owned lots are for the exclusive use of vehicles displaying valid disabled hangtags or license plates. Individuals who park in disabled spaces must display their current Tarleton faculty, staff, student or visitor permit and their valid disabled hangtag or license plate.

1. Properly permitted and designated vehicles used to transport person(s) with disabilities can access any available space on campus that is designated for person(s) with a disability. Properly permitted vehicles can also access any “at-large” space in the lot(s) the permit is designated for. As an example, if a vehicle is permitted for parking lot P10 (by O.A. Grant) and also has a valid disabled hangtag, the vehicle is eligible to park in any handicapped space on campus and in any general, at large space in P10 only. Privileges do not extend to general, at large spaces in any other lot beyond the lot(s) the vehicle is permitted for.
2. Every vehicle parked in a disabled designated space or using a disabled hangtag or license plate for parking must be operated by, or for the transportation of the handicapped person.
3. Misuse of a disabled hangtag or license plate is illegal under Texas Transportation Code 681.011.
4. Acceptable medical proof that the operator or regularly transported person (employee or student) is permanently or temporarily disabled must be presented for a Tarleton handicapped permit to be issued. This Department will accept a completed Application for Disabled Person Special Identifying Registration Insignia, issued by the State Department of Highways and Public Transportation or a doctor’s request as acceptable medical proof. This information will only be kept on file for 5 years.
5. All Disabled Veterans, Congressional Medal of Honor recipients, former Prisoners of War and certain military honors licensed vehicles have the same parking privileges as persons in C.1 above.

VI. Driving and Parking Violation Charges

- A. All parking fines must be paid within ten (10) business days of the citation date to avoid the assessment of a one time late penalty of \$10.00 for each ticket.
- B. The University Parking Office is not responsible for a ticket being removed from a vehicle after said ticket has been placed on the vehicle by a Parking Office staff member.
- C. Overdue citations may subject the permit holder to record holds that prevent access to grades, transcripts and graduation documentation. **All fines must be paid before holds are released.**
- D. Anyone wishing to appeal a citation must do so online at www.tarleton.edu/parking within five (5) business days of the date of the citation.

Upon review, you will receive a decision by email. If you are not satisfied with the decision, you may request a second level appeal with the Office of Judicial Affairs, whose decision is binding.

E. Partial list of violations and fine amounts:

1. Parking without a valid permit \$20.00
2. Improper permit display \$20.00
3. Parking in a reserved space \$30.00
4. Parking in a wrong zone \$20.00
5. Parking in a fire lane \$20.00
6. Parking in a visitor space \$20.00
7. Parking overtime in a time limit zone \$20.00
8. Parking in a non-designated area \$20.00
9. Blocking a drive \$20.00
10. Backing in or pulling through an angled space \$20.00
11. Parking over the line \$20.00
12. Parking in a motorcycle space \$20.00
13. Motorcycle parked in a vehicle space \$20.00
14. Parking in a handicap space \$500.00
15. Permit misuse \$60.00

Examples: Placing an old citation or envelope on windshield to avoid receiving a citation; giving false information to the Parking Office (e.g., to obtain a permit); counterfeited permits; displaying two active permits; presenting a permit belonging to another as your own. The Director of University Police retains discretionary authority in determining violations of this nature.

16. Impoundment \$125.00

17. Moving Violations \$30.00

- a. Speeding
- b. Failure to yield right-of-way
- c. Failure to obey or avoiding a traffic control device
- d. Driving on sidewalks, walkways, or over curbs or lawns
- e. Driving while driver's license is suspended
- f. Driving the wrong way on a one-way street
- g. Leaving the scene of an accident
- h. Disturbance with motor vehicle
- i. Exhibition of acceleration
- j. Littering
- k. Improper turns
- l. Displaying expired license plates or inspection sticker
- m. Failure to comply with any lawful order or direction of any University Police Officer
- n. Damaging University property
- o. Failure to yield to pedestrians in crosswalks
- p. Failure of pedestrians to abide by rules governing pedestrians

- q. Violation of any other traffic regulation. It will be up to the Director of University Police to decide exactly what constitutes violations of this nature.

VII. Impoundment, Towing or Relocation

The term “Impoundment” includes immobilization, towing, relocation, and storage of the vehicle in question.

- A. Lots and spaces occasionally close to accommodate construction and special events on campus. Transportation Services will work to provide adequate notice, whenever possible, and the owner is responsible for adhering to lot closure signs and equipment. Failure to adhere to lot or space closure information can result in towing or vehicle relocation at the owner’s expense.
- B. The University Parking & Transportation Office Personnel or the University Police are authorized to immobilize, tow or relocate unattended vehicles on the Tarleton campus and in public streets and cite persons meeting the following conditions:
 - 1. **Having 5 or more past due citations**
 - 2. **Any unauthorized vehicle left in Visitor (Yellow Zone) or Faculty/Staff Parking (Blue Zone) between 6:00am and 5:00pm. (Lot P26 7:30am-5:00pm)**
 - 3. **Any unauthorized vehicle parked in a 24 Hour Reserved Lot (Silver Zone)**
 - 4. **Any unauthorized vehicle parked in lots or areas being closed, including and not limited to construction, special event and athletic event lot closures**
 - 5. Displaying a lost, stolen, or unauthorized parking permit
 - 6. Parked in a fire zone
 - 7. Illegally parked in a handicapped area or space
 - 8. Disregarding barricades, traffic cones, or other traffic control devices
 - 9. Parked on any lawn, sidewalk, or in any area that restricts pedestrian or vehicular traffic
 - 10. Parking on campus after driving privileges have been suspended
 - 11. Failing to display current valid license plates
 - 12. Blocking access to any building, loading zone, reserved area, barricaded area, or maintenance equipment
 - 13. Parking or storing a non-operating vehicle on campus
 - 14. Failing to obey the verbal order of a University or other Police Officer
 - 15. In circumstances not specifically enumerated where public safety is threatened by the presence of the vehicle
- B. Attempting to, or removal of an immobilizing device attached to a vehicle by the University Parking Office is a criminal offense; such persons will be guilty of a Class B Criminal Mischief or Theft, and will be subject to criminal and/or administrative sanctions. **If immobilization device is damaged or lost due to removal, the individual will be charged with the replacement cost for the device.**
- C. A vehicle receiving a wheel lock, will be removed and impounded at the owners expense if all parking fines are not paid within two weeks of receiving the wheel lock.

VIII. Suspension or Restriction of Driving and/or Privileges

- A. The restriction of the privilege of driving or parking a vehicle on campus is a consequence for repeat violations of the same type. Police and Transportation Services will attempt to inform the person after the second violation of the same type as a warning that another repeat violation of the same type will result in restricted privileges and referral to Judicial Affairs. Any communication from Police and Transportation Services is a courtesy and is not required for the restriction of privileges. If a restriction citation is received, the driver must exchange their current permit for the restricted permit in the Police and Transportation Services office located on the corner of Harbin and Frey Street.
- B. The loss of the privilege of driving or parking a motor vehicle on campus shall commence ten (10) days after the University Parking Office mails a letter to the person, at the address of such person as shown in the driving or parking records of that office; the letter will state the term of the suspension and shall state the reason for the suspension. Persons who have parking privileges suspended shall lose the privilege of driving or parking on campus from three (3) to six (6) months. While a person's privilege of driving or parking a vehicle on campus is suspended, it is unlawful:
 - 1. for that person to drive or park any motor vehicle on the campus and
 - 2. for any person to drive or park a vehicle registered in the name of such person on the campus.
- C. The University may restrict or prohibit a person from operating or parking a vehicle on campus if that person has received two (2) or more citations, of the same type, in an academic year.
- D. Any person who has had his/her operating and parking privileges on campus restricted or suspended, and who continues to operate or park a vehicle on campus, is subject to having the vehicle impounded at the expense of the operator. He/she is further subject to disciplinary action by the University.
- E. Any person receiving notice that his/her privilege of driving or parking a vehicle on campus has been suspended may appeal the suspension to the Director of University Police within ten (10) working days on the grounds that the imposition of such suspension is improper or will create serious and substantial hardship.

Regulations on Skateboards, Bicycles, Rollerblades & Motor Scooters

I. PURPOSE

The purpose of this regulation is to establish guidelines governing the use of skateboards, bicycles, motor scooters, and rollerblades on campus. Reference is also made to the Tarleton Student Rules, Code of Student Conduct.

II. DEFINITIONS

Skateboard--non-motorized device where two or more wheels are attached to a platform upon which a rider stands.

Bicycle--self-propelled device having one or more wheels.

Rollerblades--shoe or device attaching to a shoe, having set of wheels (includes roller skates).

Motor Scooter--a cycle with small wheels and a low powered engine; a powered scooter.

University property--campus and any other property owned or controlled by Tarleton State University.

III. REGULATION

1. Persons riding any of the above will always exercise reasonable care and caution and always yield right of way to pedestrians. It is strongly suggested that all riders on any of the above conveyances wear protective headgear, such as approved helmets.
2. None of the above will be ridden in crowds of pedestrians, on any stairway, wall, bench, fountain, tennis court, in the Intramural Complex, inside Memorial Stadium, or within any structure or facility. Other prohibited areas include grass, shrubbery, gardens, flower beds, and other areas where pecuniary loss may occur.
3. None of the above conveyances will be left unattended in or on
 - o handicapped ramp(s)
 - o buildings
 - o hallways
 - o stairwells
 - o classrooms
 - o entrances
 - o exits
 - o any place that will impede free and clear use of such area
4. ALL bicycles must be registered through the Parking Office and display a current bicycle permit. Bicycle permits are free. You will need to have your serial number at the time of registration.
5. Motor Scooters on campus are subject to the motor vehicle regulations found in the Student Parking Rules and must have a valid motorcycle permit. Motor scooters may be parked in bicycle or motorcycle parking.
6. No motorized vehicles are allowed within the closed areas of the streets unless the vehicle is owned, operated, or otherwise controlled by the University. Prohibited

vehicles also include motorized bicycles, scooters, mopeds and motorcycles. In the instance of a motorized bicycle, it may be peddled within the bollard area but the motor may not be used.

7. The University or its designate(s) may adopt additional regulations concerning the riding of any of the above as deemed necessary. General conduct is covered in the Student Rules, Code of Student Conduct, Categories of Misconduct.
8. All state laws concerning the operation of the above devices are in full force and effect on University property.

IV. PENALTIES

1. Compliance with these regulations is expected from all students, faculty, staff, and visitors.
2. Offenders will be issued University citations and/or referred for disciplinary action.
3. Repeat offenders may receive notice of Trespass on University property and/or prohibition of riding on campus grounds.