

General Parking & Traffic Regulations

I. Introduction (Updates taking effect on August 1, 2024 are highlighted in purple.)

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 virtual parking permit online. All visitors are requested to obtain and display a valid visitor permit. Disabled Veterans and certain military honors licensed vehicles are required to obtain a valid permit and will not be charged to obtain the valid permit. If you change plates on your vehicle or get a new vehicle, you must update the vehicle information on the Parking Portal. **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 to change the designation of any parking area. Such changes will be announced on the Event Calendars, 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

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 accidents, thefts, or other offenses which occur on University property are to be immediately reported to the University Police by calling the Stephenville Police Department Dispatch at (254)968-1273. If an emergency, dial 9-1-1. All other inquiries should be directed to the University Police Department office line (254)968-9001, M-F 8am-12pm and 12pm-5pm, or the Control center (254)968-9265 outside of office hours.

II. Definitions

- **UNIVERSITY** - Refers to Tarleton State University.
- **CAMPUS** - Includes all property under Tarleton State University control.
- **VEHICLE** - Includes automobiles, vans, buses, trucks, trailers, motorcycles, motor scooters, motorbikes, mopeds, bicycles, go-carts, and tractors.
- **COMMUTER** - Any student NOT residing in a Tarleton Residence Hall or Tarleton assigned apartment complex.
- **RESIDENTIAL STUDENT** - Any student residing in a Tarleton Residence Hall or Apartment.
- **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.
- **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.
- **24 HOUR RESERVED PARKING** - Assigned parking for Tarleton's Housing Incident Response Team and Athletics Fieldhouse. Only those with written approval from Housing or Athletics are permitted to park in these spaces. Students must refrain from parking in these spaces. These spaces are enforced 24 Hours a day, 7 days a week.
- **AT-LARGE PARKING** - Faculty/staff parking where they may park in any open (non- numbered) space in their assigned parking lot.
- **GREEN WARNING** - Green Warnings are an adhesive sticker added to the driver side window of the vehicle stating you are at risk of being booted. The University is not responsible for any damages associated with removing the Green Warning.
- **IMPOUNDMENT** – Immobilization, towing, relocation, and storage of vehicle in question

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 Vehicle 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 register their vehicle 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. Transporting in the bed of a pickup must be in compliance with state laws.
- 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 unless performing a specific work task as a trained service animal, with the exception of the designated dog park area.
- 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 parking lot P41 located across Washington St. at the corner of Washington and Harbin; and
- Bus Parking ONLY in P41 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 permitted vehicles may park in All-Zone (green) parking lots.

- C. Visitors to campus are required to **have** (display) a Visitor's permit, which may be obtained by the visitor, a student, or employee at the Parking Services Office **or via ParkMobile** prior to parking. Former students are required to observe campus parking rules and regulations and must obtain a temporary parking permit from the Parking Services 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 Services 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 UNIVERSITY POLICE DEPARTMENT 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 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 Parking Services Office. If your vehicle is broken down on campus, call or email Parking Services **(254) 968-9002 / PARKING@tarleton.edu** to 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. 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.
- M. Passenger vehicles or trucks shall not be parked in spaces reserved for motorcycles or bicycles.
- N. Motorcycles, motor scooters, motorbikes or bicycles shall not be parked in spaces designated for passenger vehicles or trucks unless they hold a faculty/staff/**student**

permit for that space.

- O. 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.
- P. 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 Parking Services.
- Q. 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 cannot block fire lanes or park in spaces designated for other purposes such as: handicapped, reserved, or Purple Heart unless permitted for use in that space.
- R. **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 unless extenuating circumstances are approved by **Parking Services**.
- S. Parking in fire lanes is prohibited, with the exception of sanctioned move-in dates.

V. Permits and Costs

- All parking permit costs are included on your student bill. Virtual 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 permit refund during the first 12 class days of **each long semester (16 – Week Course) or mini semester (8 – Week Course) if this is your first class of the**

semester of the current academic year.

- All students must register their vehicle and order a virtual parking permit prior to parking on campus. **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 cost for the type of permit issued.

A. General Information

- All permits are sold based on availability at the time of purchase.
- **Annual faculty/staff permits will be valid from the date of purchase through August 31 of the current fiscal year.**
- **Student permits will be valid from the date of purchase through the end of each long semester.**
 - Students who purchase a spring semester permit are able to utilize this permit through August 31 of that fiscal year.**
 - Should an active Tarleton State student receive a citation for parking on campus without a parking permit, Parking Services reserves the right to add a Standard \$200/semester permit to their account. This will be charged to their Texan Bill Pay. The permit cannot be cancelled, removed, or refunded.**

B. Student Permits and Costs by Long Semester

1. **Purple Zone Commuter Permit: \$200.00**
2. **Red Zone Residential Permit: \$200.00**
3. **Teal Zone Washington St. Garage Commuter Permit: \$200.00**
4. **Teal Zone Washington St. Garage Residential Permit: \$200.00**
5. **Student Motorcycle: \$75.00**

C. Faculty/Staff Permits and Annual Cost

1. **Blue Zone Permit: \$400.00**
2. **Teal Zone Washington St. Garage Permit: \$400.00**
3. **Motorcycle Permit: \$150.00**
4. **Reserved Space: \$1,000.00 (For Existing Reserved Space Holders Only)**

D. 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 the faculty/staff lot 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 that lot 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 Vehicle Code 4461. Section 4461 itself prohibits four basic types of misuse:
 - a. Lending a valid permit issued by the DMV to someone who is not entitled to use it
 - b. Knowingly permitting another person (who is not entitled to use the placard) to use the placard
 - c. Displaying a disabled person parking permit that was not issued by the DMV, or
 - d. Driving someone else’s car that displays a valid disability placard and parking in a spot reserved for disabled persons.
 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.
 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 as long as the disabled placard and/or plate has the international symbol of access (ISA).

VI. Driving and Parking Violation Charges

- A. All parking fines must be paid within fourteen (14) calendar days of the citation date to avoid the assessment of a one-time late penalty of **\$15.00 for each ticket.**
- B. Parking Services is not responsible for a ticket being removed from a vehicle after said ticket has been placed on the vehicle by a Parking Services staff member. Citation notices are also sent via email to the email address on file.
- C. **Unpaid citations will be added to the responsible student’s bill at the first of each month.**

Anyone wishing to appeal a citation must do so online at www.tarleton.edu/parking within fourteen (14) calendar days of the date of the citation. Upon review, you will receive a decision by email. Appeals that are submitted beyond the fourteen-day period or appeals that are vague or incomplete will be rejected. There must be **substantial and valid evidence** that the parking violation was not committed, or that it occurred due to circumstances beyond the customer's control. **Valid documentation of the evidence must be provided when the appeal is submitted. All appeals are final and will not be overturned.**

D. List of violations and fine amounts:

Parking in a Wrong Zone	\$	35.00
Parking in a Fire Lane	\$	35.00
Parking in a Visitor Space	\$	35.00
Parking Overtime in a Timed Space	\$	35.00
Parking in a Non-Designated Area	\$	35.00
Blocking a Drive	\$	35.00
Backing In or Pulling Through an Angled Space	\$	35.00
Parking Over the Line	\$	35.00
Parking in a Motorcycle Space	\$	35.00
Motorcycle Parked in a Vehicle Space	\$	35.00
Parked in a Bus Lane	\$	35.00
No Current Permit	\$	35.00
Other Violations	\$	35.00
Parking in a Reserved Space	\$	45.00
Parked in a Reserved Lot	\$	45.00
Parked in Official Vehicle Space	\$	45.00
Permit Misuse	\$	60.00
Vehicle Relocation	\$	65.00
Wheel Lock Fee	\$	70.00
Vehicle Impoundment	\$	125.00
Parking in an ADA Space	\$	500.00
Wheel Lock Replacement	\$	525.00

1. Moving Violations – University Police Department

- 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

- 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. Green Warnings

- C. Parking Services or the University Police are authorized to impound, tow or relocate unattended vehicles on the Tarleton campus and cite persons meeting the following conditions:

1. Having two (2) or more repeat violations in an academic year
2. Owning \$160.00 or more and have received a Green Warning
3. Any unauthorized vehicle left in Visitor (Yellow Zone) or Faculty/Staff Parking (Blue Zone) between 6:00am and 5:00pm
4. Any unauthorized vehicle parked in a 24 Hour Reserved Space or Lot
5. Any unauthorized vehicle parked in lots or areas being closed, including and not limited to construction, special event and athletic event lot closures
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 parking 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

Parking Services is a criminal offense. Violators 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 owner's expense if all parking fines are not paid within two weeks of receiving the wheel lock.

VIII. All – Zone Permit Guidelines

- A. Must be presented in writing and approved by the VP of your Division.
- B. Intended for use to complete duties in various locations across campus.
- C. Does not replace assigned lot if working in your office.
- D. Valid in all surface lots except for visitor lots.
- E. Not valid for use in any parking garage. Separate garage permit must be purchased.
- F. Sticker permit must be placed on lower right corner of windshield.
- G. Parking Services has final approval of All-Access permit requests.

IX. 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. Parking 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 Dean of Students Administrative Offices. Any communication from Parking Services is a courtesy and is not required for the restriction of privileges. If a restriction is received, the driver must exchange their current permit for the restricted permit at the Parking Services Office located in TSC 21.
- B. The loss of the privilege of driving or parking a motor vehicle on campus shall commence ten (10) days after Parking Services 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 a violation:
 - 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.

Any person receiving notice that his/her privilege of driving or parking a vehicle on campus has been suspended may appeal the suspension to Campus Operations within fourteen (14) calendar days on the grounds that the imposition of such suspension is improper or will create serious and substantial hardship.