

University of St. Thomas Policies

PARKING REGULATIONS

Policy Number: G.03.01

SCOPE

All faculty, students, staff and administrators.

PURPOSE

To outline campus parking regulations.

POLICY/PROCEDURE

1. Eligibility

All faculty, staff and students are eligible to park on University of St. Thomas (UST) property with purchase of a decal.

2. Cost per session (non-refundable, payable at the Business Office or on line)

Benefit Eligible staff, faculty and administrators: First decal free, Others: \$5 per year.

Students: Fall \$75, Spring \$75, Summer \$50

Persons who pay on-line must print and present a receipt when registering for a permit.

3. Decals are required to park in the following areas:

a. Employee Lots L, M, O, P: 8:00am - 5:30pm Monday - Friday

b. Student Lot S: 8:00am - 5:30pm Monday - Friday

c. Parking Garage* 24 hrs. a day

* The parking garage may be used by anyone who pays either the daily entry fee or the semester fee.

4. Student Vehicle Registration

a. Vehicles must be registered with the Security Office.

b. After submitting a completed registration form and proof of parking fee payment, applicant will be issued a parking decal. This decal must be properly affixed to the auto glass and displayed so that it is visible and legible from the outside of the vehicle. UST ID card required.

c. Vehicle registration and fee payment do not guarantee a parking place.

d. The person who registers the vehicle will be held responsible for any violations of the parking regulations.

e. Students may register a second vehicle and obtain a second decal by paying an additional fee of \$5.

f. Additional permits can only be utilized by the student who has paid the \$75 parking fee.

g. Vehicles parked on University property without an appropriate decal displayed will be booted or towed at owner's expense.

h. The \$75 parking fee is non-refundable.

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5. **Lost/Stolen Decal:**

A lost/stolen decal should be reported immediately to the Security Office. A \$5 replacement fee will be charged for a lost decal.

6. **Parking Garage Exit Fee:**

There is a \$2 per exit fee per vehicle for the parking garage for those who do not pay the \$75 session fee. Any member of the UST community or any visitor to the University may pay the daily fee. Use of a proximity/ID card to allow others to exit the parking garage without paying is prohibited and considered theft of service, and may result in suspension or revocation of parking privileges.

7. **Special Events:** Any department or individual scheduling an event that will attract visitors to the University should contact the Security Office one week prior to the event to make appropriate arrangements for parking.

8. **Parking Regulations**

In addition to the University regulations, all Texas Criminal and Motor Vehicle regulations are in effect on University property 24 hours a day. Strict adherence to all regulations is required to protect pedestrians and vehicles. Security Office personnel have the jurisdiction to remove or impound any vehicle operated or parked illegally in violation of these regulations on University property. The owner of the vehicle will be required to pay the cost of moving and storing the vehicle. Security Office personnel have discretionary powers to enforce a policy of traffic control on the campus even if not specifically covered by these regulations.

- a. All employees and students are expected to be familiar with and abide by these regulations. The responsibility for knowing all current laws and regulations rests with the motor vehicle operator.
- b. These regulations apply to all vehicles operated on the campus of the University of St. Thomas. The term “campus” means all property at the University of St. Thomas under the jurisdiction of the Security Office. The term “vehicle” includes automobile, trucks, motorcycles, motorbikes, scooters and mopeds. “Visitors” are persons other than UST students, staff, and faculty.
- c. Each owner is expected to take the necessary steps to safeguard his/her property. The University is not liable for auto thefts, damages, or burglaries.
- d. Students are not allowed to park in designated faculty/staff parking lots Monday – Friday from 8:00 am-5:30 pm when school is in session.
- e. Vehicles with Handicap parking permits may park in any Handicap designated space in any lot at any time.

9. **Operation of a Motor Vehicle**

- a. The maximum permissible speed on all campus parking lots is 15 miles per hour.
- b. Pedestrians have the legal right-of-way at all crosswalks.
- c. A motor vehicle operator shall not back his/her vehicle into or through any intersection.
- d. A vehicle shall not be operated on any sidewalk, the mall, or lawn areas. Exception: University owned vehicles, emergency vehicles, or contractors performing assigned duties.
- e. Driving over or around the orange cones being used to reserve on street parking is

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prohibited.

10. Parking of a Motor Vehicle

- a. No vehicles are allowed in any space or area designated for visitors or loading zone. Vehicles may be booted on the first offense.
- b. Motor vehicles without proper identification parked in areas designated for handicap or fire zone may be towed on the first offense.
- c. Vehicles should be parked so that the entire vehicle is within the limits of the marked parking space.
- d. Drivers shall not park their vehicles in any place that may obstruct the normal flow of traffic.
- e. No trailer shall be parked in campus parking lots.
- f. The parking on the campus of “junked vehicles” or vehicles displayed for resale or trade is prohibited. “Junked vehicles” may be towed. “Junked vehicles” are defined as those vehicles which are abandoned or unattended for a period of thirty days or more, as evidenced by dust and debris accumulation on the surface of the vehicle. Reasonable effort will be made to identify and contact the registered owner of the vehicle. Failure of those reasonable efforts will result in the vehicle being towed and stored at the owner’s expense.

11. Parking Violations

It is a violation of these regulations to park in the following places at any time. A vehicle so parked may be subject to removal at the owner’s expense.

- a. On any sidewalk, mall or lawn on the University property.
- b. In any place designated as “loading zone.”
- c. In front of or on any service drive or driveway.
- d. Outside of designated slots in any parking areas.
- e. In front of mobile barriers.
- f. Within 30 feet of a stop sign or intersection.; within 15 feet of a fire hydrant; within 20 feet of a cross-walk
- g. In a place marked “Reserved,” “No Parking,” “Visitor” or “Tow Away Zone”.
- h. At the curb on any street where markings specifically indicate that parking is not permitted.

12. Failure to Comply with Regulations

When, in the judgment of the Vice President for Student Affairs (VPSA), a student fails to comply with traffic and parking regulations, the VPSA may file conduct and disciplinary charges against the student. The Security Office reserves the right to use automobile immobilization devices, commonly known as “boots,” to enforce parking regulations in problem areas. The boot, once placed, will be removed only upon the payment by the violator of a \$50 fee. The officer removing the boot will accept this fee in cash or in a check made payable to “the University of St. Thomas,” and a receipt will be issued.

If the boot is not removed on the same day it is installed, an additional \$50.00 fee will accrue each day the boot remains in place. This fee will continue to accrue for three days, at which time the Chief of Security will undertake such measures as are necessary to remove the vehicle from University property and recover the boot fees. A reasonable attempt to contact the registered owner of the vehicle will be made.

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Any attempt to remove a boot by the owner of the immobilized vehicle will result in the filing of criminal charges. Removal or attempted removal of the boot where no damage occurs will be construed as Theft of Service. Removal of the boot where it is damaged will be construed as Criminal Mischief. If the boot is taken from the campus by the violator, it will be considered Theft of University Property. In all cases, the police will be contacted and the Chief of Security will file charges.

13. Bicycle Regulations

The University recognizes the beneficial effects of bicycle use to the health and well being of the individual cyclist, as well as to the environment. In order to provide for the safety of the community at large, the following regulations have been adopted:

- a. Bicycles must be parked only at bicycle racks.
- b. Bicycles may not block pedestrian traffic nor be chained to stairwells or arcade columns. Violators may have their bicycle booted (\$25 removal fee) or removed by Security. Damaged locks will not be the responsibility of the University.
- c. Riding a bicycle on principal pedestrian sidewalks, through building walkways (inside or outside) or other pedestrian paths is not permitted. Riders are expected to dismount when using pedestrian-only walkways.

UST Security bike patrol officers are exempt from these limitations when performing official duties. More information on Parking Regulations can be found at http://www.stthom.edu/Campus_Student_Life/Security/Parking/

APPROVED: Dr. Robert Ivany

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