

**SECTION I
QUICK REFERENCE TO PARKING
AND TRAFFIC REGULATIONS**

- A. **PERMITS REQUIRED FOR ACCESS & PARKING:** Only vehicles conspicuously displaying proper University permits (as specified in Section VI, *infra*) may enter or park on the campus (as shown by the boundaries on the map accompanying the regulations) Visitor's are to obtain temporary permit when no parking at meter or Maverick Garage.
- B. **DISPLAY OF PERMITS:** Parking permits must be properly affixed to or displayed on the vehicle(s) as described in Section VI. Permits which are taped or affixed by unauthorized materials will subject the holder to a citation. Additionally, the permit may be revoked and the holder may lose all parking privileges (Section VIII, *infra*).
- C. **SURRENDER OF PERMITS:** Permits are registered to individuals, not to vehicles. It is not essential to return or replace permits when buying or selling a vehicle. However, when association with the University is terminated or when a replacement permit has been issued to take the place of a previously issued permit or upon expiration or revocation, then the permit must be surrendered. (Section VI).
- D. **SPECIFIC CLASSES OF VEHICLES:** Permits issued are for four-wheeled vehicles (faculty/staff or student), and motorcycles. No vehicle larger than one (1) ton may be parked on The University of Texas at Arlington campus.
- E. **PERMIT RESTRICTIONS:** Permits issued are as follows:
1. For Residence Hall Parking: AD, AH, DP, and T
 2. For Faculty Parking: F, FP, FR, FC, R and RS
 3. For Motorcycle Parking: M and RM
 4. For Rent Property Parking: AR, C, CP, FR, PR, and RP
 5. For Student Parking: A, AD, AP, AR, and AS
 6. For Remote Parking: R (Lots #26 & #25 only-7:00 a.m. to 5:00 p.m. Monday-Friday) Student and Faculty/Staff
 7. For Alumni Parking: AA, LA

- F. **LOADING ZONE:** All loading zones are posted for 30 minutes, any violation may result in a citation for overtime parking.
- G. **BICYCLE REGISTRATION:** Bicycles operated or parked on the campus may be registered with the University Police Department. Contact UTAPD at 700 S. Davis Drive for registration or online at <http://www.uta.edu/campus-ops/police/index.php> then click on Crime Prevention, then Bicycle Registration form.

Bicycles MAY NOT be secured to any tree, shrub or plant, stairway, walkway, or signpost. Bicycle racks are placed at strategic points on campus.

Bicycles MAY NOT be left unattended on any sidewalk, street, driveway, loading zone, fire lane, building porch or patio, or pedestrian walk. No bicycles are permitted in any building owned, operated, or controlled by The University of Texas at Arlington.

Violations of these regulations will result in the bicycle being removed (impounded) to the University Police Department where the owner may retrieve it after showing proper identification.

All violations of campus bicycle regulations are considered traffic violations, and enforcement fees may be assessed accordingly.

- H. **BICYCLES, MOPEDS (MOTOR-ASSISTED BICYCLES), SCOOTERS AND SKATES:**

(1) This section applies to any person operating a bicycle, a MOPED, roller skates, a skateboard, or a scooter on:

(a) a campus street or highway; or

(b) a path set aside for the exclusive operation of bicycles.

(2) a provision of this section applicable to a bicycle also applies to a MOPED, other than a provision that by its nature cannot apply to a MOPED. A person operating a bicycle has the rights and duties applicable to a driver operating a vehicle under these regulations, unless:

- (a) a provision of these regulations alters a right or duty; or
- (b) a right or duty applicable to a driver operating a vehicle cannot by its nature apply to a person operating a bicycle.
- (c) a person may not use a bicycle to carry more persons than the bicycle is designed or equipped to carry;
- (d) a person operating a bicycle may not use the bicycle to carry an object that prevents the person from operating the bicycle with at least one hand on the handlebars of the bicycle;
- (e) a person operating a bicycle, roller skates, a skateboard or a scooter may not attach to either the person or the bicycle, roller skates, a skateboard, or a scooter to a vehicle on a campus street or highway.

OPERATION ON A CAMPUS STREET OR HIGHWAY.

(1) Except as provided by Subsection

(2) below, a person operating a bicycle on a campus street who is moving slower than the other traffic on the street shall ride as near as practicable to the right curb or edge of the street, unless:

- (a) the person is passing another vehicle moving in the same direction;
- (b) the person is preparing to turn left at an intersection or onto a private road or driveway; or
- (c) condition on or of the campus street, including a fixed or moving object, parked or moving vehicle, pedestrian, animal, surface hazard, or substandard width lane, prevents the person from safely riding next to the right curb or edge of the roadway.
- (d) a person operating a bicycle on a one-way campus street with two or more marked traffic lanes may ride as near as practicable to the left curb or edge of the street;

- (e) persons operating bicycles on a campus street may ride two abreast; however, persons riding two abreast on a campus street shall ride in a single lane. Persons riding two abreast on a campus street may not impede the normal and reasonable flow of traffic on the street. Persons may not ride more than two abreast unless they are riding on a part of a campus street that has been set aside for the exclusive operation of bicycles, (either temporarily or permanently).

SAFETY EQUIPMENT. (1) a person may not operate a bicycle unless the bicycle is equipped with a brake capable of making a braked wheel skid on dry, level, clean pavement; (2) a person may not operate a bicycle at nighttime unless the bicycle is equipped with:

- (a) a lamp on the front of the bicycle that emits a white light visible from a distance of at least 500 feet in front of the bicycle; and

- (b) a red reflector on the rear of the bicycle that is:

- (1) of a type approved by the department; and
- (2) visible when directly in front of lawful upper beams of motor vehicle headlamps from all distances from 50 to 300 feet to the rear of the bicycle.

In addition to the reflector required by Subsection (2) (b), above, a person operating a bicycle at nighttime may use a lamp on the rear of the bicycle that emits a red light visible from a distance of 500 feet to the rear of the bicycle.

COMPETITIVE RACING. (1) Competitive racing is not allowed on any campus street or highway without first requesting and obtaining the prior written authorization of the Chief of Police, UTA Police Department; (2) only officially registered student organizations may be allowed to conduct a competitive bicycle race on any campus street after obtaining the necessary authorization of the Chief of Police; (3) The UTA Police Department and the sponsoring student organization must agree on safety regulations governing the movement of bicycles during a competitive race or during training for a competitive race, including the permission for bicycle operators to ride

abreast.

SKATES, SKATEBOARDS, OR SCOOTERS IN CAMPUS STREETS. No person shall skate on roller skates, or a skateboard or skate scooter, whether manually or self-propelled, in any campus street or highway.

- I. **PARKING LOTS:** On occasion during the year, certain parking lots may be closed by the Chief of Police, the President of the University, and/or by the President's designee.
- J. **SPEED LIMIT:** The speed limit on all parts of the campus, whether on streets or in parking areas, is 15 mph unless otherwise posted. (Section IV, *infra*).
- K. **POSTED SIGNS:** Posted signs, whether permanent or temporary, must be obeyed at all times and take precedence over painted curbs, pavement markings and designations shown on any University maps.
- L. **PARKING IMPROPERLY:** A vehicle shall not park on a street or parking lot where angle parking is required, with the back of the vehicle toward the curb or car stop, nor shall a vehicle be parked opposite the flow of traffic in the traffic lane where parallel parking is required. Parking wholly within the marked boundaries of the parking space is required at all times. Vehicles shall not park in a manner that obstructs walkways, driveways, ramps, loading docks, marked cross-walks or inflicts damage to shrubbery, trees, grass, grounds or structures. Additionally, no vehicle may park on any unmarked or unimproved ground area which has not been marked or designated for parking. **Other improperly parked vehicles do not constitute an excuse for improper parking.**
- M. **ENFORCEMENT AND IMPOUNDMENTS:** Failure to abide by these regulations may be the basis for disciplinary action against students and faculty/staff (Sections V and VIII, *infra*). Upon notice, violators may be subject to impoundment of their vehicle(s) pending payment of overdue charges (Section VIII, *infra*). Students may also be barred from readmission and have grades, degree, refunds or transcripts withheld pending payment of overdue charges (Section VIII, *infra*). Vehicles may also be impounded for specific impound

violations or if accruing 6 or more citations which is considered habitual violators. (Section VII, D. Enforcement).

N. **APPEAL OF CITATION:** University parking and traffic citations may be appealed, within ten days from date of citation, by filing a Citation Appeal Form with the Police Parking Office, (See Section VIII for detailed procedures). Court Appearance Citations are handled by the appropriate state or municipal court.

O. **VISITORS: A visitor is defined as a person who is neither a student, an employee of the University, or a tenant or individual of a company leasing space in a University controlled facility, nor is he or she a person who uses campus parking facilities for the benefit of a student or employee.** Visitors or individuals not enrolled or employed by the University must display a visitor parking permit while utilizing University owned parking spaces or lots, UNLESS parked at Maverick Garage or in front of a parking meter. Permits must be conspicuously displayed on the rearview mirror or right hand passenger side of windshield. A visitor is responsible for all other violations (including meter violations). Visitor citations may be dismissed once a permit has been obtained/secured and verified through the University Parking Services. The vehicles of immediate family members are not visitor's vehicles and are required to have a permit unless the student or employee obtains a temporary HANGTAG prior to the vehicle being parked on campus. The student or the employee is responsible and will be held accountable for parking citation(s) issued to vehicles being owned or operated by their immediate family. Visitor parking passes are available daily at no charge, weekly for \$2.00 and monthly for \$6.00. Please refer to S. 2. for available and easily accessible visitor parking in lot #26/Remote parking. Visitors to Davis Hall should check in with the parking attendant in this lot. Each visitor will be assisted with parking. Burden of the proof is the responsibility of the student when Texas Department of Transportation records indicate family ownership.

P. **PEDESTRIAN RIGHTS AND DUTIES:** Pedestrians must obey all traffic control devices. They 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 said street. Pedestrians shall not leave the curb or their 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 pavement marking. Individuals who "jaywalk" within jurisdictional boundaries of the campus may be issued a citation.

- Q. **INOPERABLE VEHICLES:** If a vehicle becomes inoperable, a telephone call shall be placed to the University Police Department at 272-3381. The police will either render assistance or authorize temporary parking. Temporary parking shall not exceed **24** hours and must not create an obstruction or hazard.
- R. **OWNERSHIP OF THE PERMIT:** The ownership of the permit remains with the institution and is not transferable.
- S. **SPECIAL EVENT PARKING:** Reserved parking for special events and seminars that are held on campus must be requested as far in advance as possible and will be granted depending upon the availability of parking. The following areas are designated for special function parking at the University:
1. Maverick Garage: Parking at the Maverick Garage is paid parking and is privately owned and operated. Additional information can be obtained by calling (817)272-2370.
 2. Remote Parking/Lot#26: Visitors using this area can ride the campus shuttle service to their designated location. Routes and hours of operation are altered to meet the University community needs. There may be an additional fee for specified shuttle drop off or pick up services. 20 spaces have been provided directly north of the shuttle stop in lot #26 for visitor parking to encourage departments and visitors to utilize the available spaces in that lot as well as the shuttle system. Visitors will be able to locate these spaces, even if they are not familiar with the campus.

3. Parking Lot #40: This parking lot is located at South Pecan and Border Streets and contains approximately 330 parking spaces. The University Police will barricade the entrance to this lot the day of the scheduled event. However, it will be the responsibility of the department scheduling the event to provide a person to monitor the lot entrance or hire an officer at an overtime rate. In the event that this lot is either entirely or partially closed, a 48 hour notice will be posted at the entrance/exit of both S. Pecan Street and S. Center Street by the University Police Department and Parking Services. In order to post a 72 hour notice to students, the Parking Office will need written notice 96 hours in advance of the planned event from the campus department scheduling the event. Once the lot is closed, students can take advantage of the University shuttle service by parking in lots #25 and #26 during the hours of 7:30 a.m. to 6:00 p.m. Refer to Section IX, Shuttle Buses for more information.

All departments who anticipate scheduling large seminars (20 attendants or more); special functions, or large meetings should coordinate these events, while they are still in the planning stages, with the University Police Parking Services. Written requests for reserved special events parking must be made and emailed to the University Police Parking Services Manager at mabry@uta.edu. The University Police Parking Services can only provide up to 25 hangtags for any one day event and there may be an additional fee for requested hangtags or services. Special Event parking requests should be made via electronic form located in the Parking forms link on the University Police Parking Services page, <http://uta.edu/parking>. When planning an event an officer is needed to man barricades or secure building, please refer to event security request online form at <http://www.uta.edu/campus-ops/police/forms/event-security.php>.

SECTION II GENERAL PROVISIONS

Pursuant to the authority granted by Sections 51.201 et seq., 54.005, 54.505, 65.31 and Chapter 68 of Title 3 of the

Texas Education Code, the Board of Regents of The University of Texas System promulgated Parking and Traffic Regulations 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. This booklet contains those regulations and procedures applicable to any person who walks or drives and parks a motor vehicle, motorcycle, or bicycle on the campus of The University of Texas at Arlington. These rules and regulations are consistent with the statutes of the State of Texas which govern pedestrians and the use of motor vehicles and bicycles.

The operation of a motor vehicle or bicycle on The University of Texas at Arlington campus 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 have motor vehicles in their possession or control for use, operation or parking on the University campus must apply for a permit with the University Police Parking Services Office. **Purchasing a parking permit does not guarantee a parking place on campus.**

The University is not responsible for fire, theft, damage to, or loss of vehicles parked or operated on the University campus. No bailment is created by granting of any parking or operating privileges regarding a vehicle on any property owned, leased or otherwise controlled by the University.

The administration and enforcement of the regulations contained in this booklet are as follows:

The Parking and Traffic Committee is a committee appointed by the President of the University. The committee members review and recommend changes to the University Parking and Traffic Rules. The Chief of Police serves as a nonvoting advisor to the committee meetings. Faculty, Staff, or Students desiring a rule change should contact the chairperson of this committee.

The Parking and Traffic Appeals Panel consists of Faculty, Staff, and Student members appointed by the President of the University. Persons wishing to appeal a University citation should complete the "Traffic and Parking Appeal Form" located at the University Police Parking Services Office, 1225 W. Mitchell Street, Suite 112 in the JD Wetsel building.

The Parking and Traffic Administration Office is located at 1225 W. Mitchell, Suite 112 in the JD Wetsel Building under the administration of the Police Chief or designated representative.

UNIVERSITY POLICE: The University Police have the responsibility and the legal authority for the enforcement of the Parking and Traffic Regulations listed in this booklet. University police officers may issue University citations or Court Appearance citations ENFORCEABLE IN COURT. (See Section VIII). On special occasions and emergencies, such parking limitations may be imposed by the Chief of Police as are required by the conditions which prevail. When conditions warrant such action, the Chief may waive parking limitations.

The University reserves the right to enforce parking and traffic regulations:

- A. through the issuance of University citations and the collection of administrative enforcement charges for offenses;
- B. through the impoundment of vehicles interfering with the movement of vehicular or pedestrian traffic or blocking a sidewalk, loading dock, ramp, crosswalk, entrance, exit, fire lane or aisle and through the impoundment of vehicles for unpaid charges after proper notice as provided by these regulations;
- C. by the suspension or revocation of permits;
- D. by requiring either the vehicle owner or operator or the person who purchased the permit to appear in court or at a University hearing for nonpayment of outstanding charges;
- E. by barring the readmission and withholding grades, degree, refunds and transcript of any student for non-payment of outstanding charges;
- F. by disciplinary action against employees or students who fail to abide by these regulations;
- G. by denying parking permits to those with overdue charges;
- H. by the issuance of Court Appearance citations requiring an appearance in the appropriate state or municipal court; and

- I. by such other methods as are commonly employed by city governments or state agencies in control of traffic regulation enforcement.

Proof of the fact that any parking or traffic control device, sign, parking meter, signal or marking was actually in place at any location on campus of The University of Texas at Arlington, shall constitute prima facie evidence that the same is official and was 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 of The University of Texas at Arlington, in violation of any provision of the Parking and Traffic Regulations of The University of Texas at Arlington, proof that said vehicle was, at the date of the offense, bearing a valid University of Texas at Arlington parking permit shall constitute prima facie evidence that said vehicle was then and there stopped, parked and left standing by the holder of the parking permit. However, if the vehicle does not bear a valid University of Texas at Arlington parking permit, proof that said 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 said individual.

The University assumes no responsibility for any vehicle or any duty to protect any vehicle or its contents at anytime the vehicle is operated or parked on the campus.

The University may deem a motor vehicle including a motorcycle, motor scooter, moped or bicycle parked on the University campus for more than 48 hours without a valid permit to be abandoned and such vehicle may be immediately impounded without further notice. Owner of vehicle will be responsible for all towing and storage charges.

SECTION III DEFINITIONS

Authorized Emergency Vehicle: means vehicles of the fire department, police department, public and private ambulances for which permits have been issued by the State Board of Health, emergency vehicles of municipal departments of public service corporations such as are designated and governed by the governing

body of an incorporated city, private vehicles operated by volunteer firemen or certified Emergency Medical Services volunteers while answering a fire alarm or responding to a medical emergency, and vehicles operated by blood banks or tissue banks, accredited or approved under the laws of this state or the United States, while making emergency deliveries of blood, drugs or medicine, or organs.

Bicycle: means every device propelled by human power upon which any person may ride, having two tandem wheels either of which is more than fourteen (14) inches in diameter.

Bus: every motor vehicle designed for carrying more than ten (10) passengers and used for the transportation of persons; and every motor vehicle, other than taxicab, designed and used for the transportation of persons for compensation.

Crosswalk: (1) that part of a roadway at an intersection within the connections of the lateral lines of the sidewalks on opposite sides of the highway measured from the curbs, or in the absence of curbs, from the edges of the traversable roadway.

(2) any portion of a roadway at an intersection or elsewhere distinctly indicated for pedestrian crossing by lines or other markings on the surfaces.

Driver: every person who drives or is in actual physical control of a vehicle.

General Parking: begins at 5:00 p.m. Faculty and Staff can park in student and student can park in the faculty/staff lots that are open or the gate arm is in the up position, after 5:00 p.m., unless otherwise signed. A permit is still required for all parking lots on campus during open parking.

Metered Parking: means parking controlled by coin operated meters.

Motor-assisted bicycle: means a bicycle which may be propelled by human power or a motor, or by both, with a motor of a capacity of less than fifty (50) cubic centimeters piston displacement, which is capable of a maximum speed of not more than twenty (20) miles per hour on a flat surface with not more than one (1) percent grade in any direction when the motor is engaged.

Motorcycle: means every motor vehicle having a saddle for the use of the rider and designed to travel on not more than three (3) wheels in contact with the ground but excluding a tractor or motor-assisted bicycle.

Motor driven cycle: means every motorcycle, including every motor scooter, with a motor which produces, not to exceed 5 brake horsepower (brake horsepower developed by a prime mover, as measured by a brake applied to the driving shaft), and every bicycle with motor attached other than a motor-assisted bicycle.

Motor vehicle: means every vehicle which is self-propelled and every vehicle which is propelled by electrical power which is obtained from overhead trolley wires, but not operated upon rails.

Official traffic-control devices: all signs, markings, and devices not inconsistent with this Act placed or erected by authority of a public body or official having jurisdiction, for the purpose of regulating, warning, or guiding traffic.

Owner: a person, other than a lien holder, having the property in or title to a vehicle. The term includes a person entitled to the use and possession of a vehicle subject to a security interest in another person, but excludes a lessee under a lease not intended as security.

Park or parking: means the standing of a vehicle, whether occupied or not, otherwise than temporarily for the purpose of and while actually engaging in loading or unloading merchandise or passengers.

Parking facility: means any public or private property used for restricted and/or paid parking of vehicles. Parking facility includes commercial parking lots and schools. Parking facility also includes a restricted portion or portions or an otherwise unrestricted parking facility.

- (1) a sign or signs, specifying those persons who may park in the parking facility and prohibiting all others, are placed so that they are readable day or night from all entrances to the parking facility, but signs need not be illuminated.

- (2) the owner or operator of the unauthorized vehicle has actually received notice from the parking facility owner, that the vehicle will be towed if it is not removed; or
- (3) the unauthorized vehicle is obstructing an entrance, exit, fire lane or aisle of the parking facility.

Pedestrian: any person afoot.

Right-of-way: the right of one vehicle or pedestrian to proceed in a lawful manner in preference to another vehicle or pedestrian approaching under such circumstances of direction, speed and proximity as to give rise to danger of collision unless one grants precedence to the other.

Reserve Parking: a space purchased by a faculty or staff employee for the duration of the fiscal year. The space is identified by individual signage stating the permit number and reserved hours. Unauthorized vehicles in reserved spaces may be towed as provided by applicable state laws and/or University policy. Towing and/or citing of these vehicles are at the discretion of the reserve space owner. Please note that no more than 25% of any Faculty/Staff lot is designated for reserved spaces.

Skates: means roller skates, in line skates, roller blades, skateboards and foot propelled scooters.

Stand or standing: means the halting of a vehicle, whether occupied or not, otherwise than temporarily for the purpose of and while actually engaged in receiving or discharging passengers.

Stop: when required, means to completely cease all forward motion.

Stop or stopping: when prohibited means any halting even momentarily of a vehicle, whether occupied or not, except when necessary to avoid conflict with other traffic or in compliance with the directions of a police officer, traffic control sign or signal.

Student: is defined as any person enrolled in The University of Texas at Arlington for any day, night, short, special audit or

seminar courses.

Towing company: means any individual, corporation, partnership, or association engaged in the business of towing vehicles for compensation or with the expectation of compensation for the towing, storage, or repair of vehicles. The term towing company includes the owner, operator, employee or agent of a towing company, but does not include cities, counties, or other political subdivisions of the state.

Traffic: pedestrians, ridden or herded animals, vehicles, street cars, and other conveyances either singularly or together while using any highway for purposes of travel.

Traffic-control signal: any device, whether manually, electrically, or mechanically operated, by which traffic is alternately directed to stop and permitted to proceed.

Vehicle: means every device in, upon, or by which any person or property is or may be transported or drawn upon a highway, except devices moved by human power or used exclusively upon stationary rails or tracks.

All other words or phrases unless otherwise defined in this book will be used in accordance to definitions in the Texas Laws Relating to Uniform Act V.C.S. 6701d - Uniform Act Regulating Traffic on Highways.

SECTION IV GENERAL TRAFFIC REGULATIONS

- A. The speed limit on all parts of the campus is 15 miles per hour except where otherwise designated. Every pedestrian crossing a roadway at any point other than within a marked crosswalk at an intersection shall yield the right-of-way to all vehicles upon the roadway. However, every driver of a vehicle shall exercise due care and caution to avoid colliding with a pedestrian upon the roadway and shall give a warning by sounding the horn when necessary and shall exercise proper precaution upon observing any child or any obviously confused or incapacitated person upon a roadway.

- B. The provisions of these regulations must be complied with on all parts of the campus throughout all hours of the day and night with the following exceptions: **Any vehicle with a current University permit may park in any Student Area A parking or Faculty/Staff parking during the following periods: 5:00 p.m. through 7:00 a.m. on weekdays, unless otherwise signed, all day and night Saturday and Sunday, Holidays, and when school is not in session.**
- C. **The following areas are excluded from parking at all times, except for the approved purpose indicated by the designated signs:**
- | | |
|---------------------------|----------------------|
| 1. No Parking Areas | 8. Gate Controlled |
| 2. Disabled Parking | Areas When Gates |
| 3. Police Parking Lot(s) | are Closed |
| 4. Rent Property or | 9. Loading Zones |
| Apartment Parking | 10. Designated Timed |
| 5. Visitor Parking | Parking |
| 6. Residence Hall Parking | 11. Reserved Parking |
| 7. Fire Lanes | 12. Metered Parking |
| | 13. Service Vehicle |
| | Spaces are in effect |
| | 7:00 a.m. to 6:00pm |
| | unless otherwise |
| | posted. |
- D. Because of the temporary nature of assigned parking areas, erected parking signs take precedence over any issued parking map. Normal hours for Health Center Parking will be 7:00 a.m. to 7:00 p.m. Monday through Friday. Any unauthorized vehicles that park in this lot between 7:00 a.m. and 7:00 p.m., will be assessed a University fine or towed at owners expense.
- E. On special occasions and during emergency periods, the Chief of the University Police may prohibit or limit traffic and parking on the campus or any portion thereof.
- F. The University Police have authority to direct and control the flow of traffic within the jurisdictional boundaries of the campus at all times in accordance with existing conditions.
- G. **The University of Texas at Arlington reserves the right to**

remove and impound all vehicles parked so as to obstruct ingress or egress to buildings or to obstruct vehicular or pedestrian traffic and to impound vehicles displaying permits registered to individuals with unpaid traffic fees after proper notice. The owner of such vehicles shall be responsible for payments of all cost incurred in the removal and storage of such vehicles and neither the University nor its authorized personnel shall be liable for any loss or damage resulting from such removal and storage of the vehicle in question. When an impounding vehicle violation occurs and the owner or driver appears on the scene before the removal by wrecker, and the wrecker driver has either made a hook-up, or has signed the police report for custody of the vehicle, the following will apply:

1. the vehicle will not be impounded;
2. and the owner or driver will be expected to pay the wrecker driver a fee in lieu of towing.

The owners of impounded vehicles must come to the University Police Department Communications Office, located in E.E. Davis Hall to obtain a vehicle release form. Owners must present sufficient identification as being the owner of said vehicle before the release form will be issued.

- H. No vehicle may be operated or parked upon the campus unless it bears a properly displayed current parking permit.
- I. No vehicle shall be parked on the campus except where posted signs indicate that parking is permissible. Legal parking is permitted in any unimproved University owned property that is properly marked and designated as a parking area.
- J. No vehicle shall be parked in any areas on the campus except those in which the parking permit authorizes such vehicle to be parked.
- K. Loading zones and service drives may be used only during the time while **actually loading or unloading.**
- L. No vehicle shall be parked so as to obstruct vehicular or pedestrian traffic, or the ingress or egress to any building.

- M. Every vehicle is required to stop completely at each **STOP sign, pause briefly, and then proceed with caution.**
- N. No parking is permitted along or upon any campus controlled street at any time, with the exception of streets marked and designated for parallel parking. The right-hand tires must be within eighteen (18) inches of the right-hand curb. At no time may a vehicle park with the vehicle headed in a direction opposing the flow of traffic.
- O. No double hookups (vehicle & trailer, etc.) are permitted on campus. No trailers are permitted to park upon the campus except in specific circumstances and with the approval of the University Police.
- P. No vehicles larger than one(1)ton capacity may park on campus except as authorized by University Police, which would include large box trucks and/or trailers.
- Q. A student or faculty/staff member must have a valid permit to park anywhere on the University campus. **Faculty/Staff members will not have the option to purchase student permits.**
- R. Remote permits are available at a reduced fee and are restricted to lots #26 & #25, Monday-Friday, between the hours of 7:00 a.m. to 5:00 p.m.
- S. Vehicles with semester reservations to park in the Maverick Parking Garage may not park in general campus parking. The Maverick Garage is privately owned and operated, therefore is separate from the University Police Parking Services and **does not** issue general campus parking passes. If garage pass owner needs to park on general campus, garage passes must be obtained for an additional cost from Parking Services. Maverick Garage can be reached by emailing them at maverickgarage@att.net or 817-272-2370 or visit their website at <http://www.uta.edu/campus-ops/police/parking/garage.php>.

SECTION V PARKING REGULATIONS

The various classes of parking permits and their eligibility requirements, privileges and limitations are described in detail

in Section VI.

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

Failure to abide by parking and traffic regulations may be the basis for disciplinary action against students and employees. Students may be subjected to penalties ranging from disciplinary probation to expulsion from the University as outlined in the Rules and Regulations of the Board of Regents of The University of Texas System, Part One, Chapter VI.

Employees may be subjected to disciplinary penalties including termination of employment as outlined in Section 3.27 of the FISCAL REGULATIONS AND PROCEDURES HANDBOOK. When an employee has accumulated three or more unpaid parking or traffic violations and/or charges, the employee's Dean, Director, or Administrative Official may be notified by the Chief of Police. When a student is placed on the bar list for unpaid parking or traffic violations, the Associate Vice President for Student Affairs shall be notified by the Chief of Police.

A. PARKING AREAS

1. Controlled parking areas include all parking lots, metered parking and all streets within the jurisdictional boundaries of the campus and all streets abutting the campus. Signs and markings have been placed to designate controlled parking areas.
2. Each person parking a vehicle on campus will be issued a numbered permit which will permit the vehicle to be parked in the area designated by the permit.
3. No vehicle may be parked in an area other than that designated by the permit on the vehicle except as designated in Section IV-B.
4. Faculty and staff members who have obtained parking permits may use any faculty/staff parking lot on campus, with the exception of those members who purchase a reserved space. Faculty/staff who purchase reserved parking spaces will be restricted to those spaces unless conducting business on another part of campus. Parking so as to take an additional space in

their assigned lot or an adjacent lot can result in a citation unless such parking is temporary due to another vehicle parking in their assigned reserved parking space. The FR permit may be used at rental property sites as well as any faculty parking lot.

5. Retired Faculty/Staff - Any compensated employment post retirement voids the status of retired permit and requires the purchase of an F/S permit.

B. PARKING TECHNIQUES:

1. Parked vehicles will be positioned so that the whole of the vehicle is located within the boundaries of the parking space. The fact that other vehicles are parked improperly shall not constitute an excuse for parking with any part of the car over the line.
2. When parallel parking is required, vehicles must be parked with right wheels to the curb where two-way traffic is permitted, and on one-way streets the automobile must be parked according to the flow of traffic.
3. Where diagonal parking is required, the wheel nearest the curb may not be further than 12" from the curb.
4. The following parking is not permitted:
 - a. In a **backed-in/pulled through position** where diagonal parking is permitted.
 - b. For periods longer than those specifically designated.
 - c. With double or other forms of multiple parking.
5. Vehicles may not clear gates:
 - a. Vehicles with "Lift Kits" (height of vehicle may be above Sensor range).
 - b. Vehicle with Radio Antennas that extend past the

- back of the vehicle.
 - c. Following too close. (tailgating)
 - d. Rushing the gates.
 - e. Vehicles pulling high trailers.
 - f. Motorcycles, bicycles, and pedestrians.
6. The operator of a vehicle shall not stop or otherwise block traffic in a University owned lot while waiting on a parking space unless a vehicle occupying that space is in the process of vacating the space.
7. At no time will a vehicle block a gated access portion of a lot.

**SECTION VI
PARKING PERMITS**

- A. **FACULTY AND STAFF:** A parking permit will be issued upon full payment of parking fee or filing of a payroll deduction form at the University Police Parking Services Office located at 1225 W. Mitchell, Suite 112. Payroll deduction is available in the months of July through April, each fiscal year and is pulled over an 8 month cycle to qualify for payroll deduction, faculty or staff has to work 30 hours a week or more.
- B. **STUDENTS:** Every person registered as a student and who operates a vehicle at this University, will be issued an appropriate permit by the University Police Parking Services Office located at 1225 W. Mitchell, Suite 112. All permits are ordered online (with the exception of reserve permits) through MyMav system under Parking Request. Once permit is ordered, print confirmation screen to post in vehicle until permit is received by mail. Confirmation to be posted on dash on passenger side with expire date visible through front windshield.
- C. **GRADUATE STUDENTS:** Who are teaching or on research and funded by The University of Texas at Arlington and who are

appointed for at least 20 hours weekly (50% of time) on a personnel action form (PAF) are eligible for faculty/staff parking privileges. Adjunct or visiting professors who teach less than 20 hours a week are eligible for faculty/staff parking privileges. Both graduate students and visiting or adjunct professors must present a letter to the University Police Parking Office from the Department Chairperson, and Dean to qualify for a faculty/staff permit.

NOTE: Non-UTA students, residents, or faculty/staff members who attend or work at any other UT System Component Institution are eligible for one complimentary permit when proof is shown of purchase from any of these Universities. Complimentary permits are only used if you are affiliated with any of these Universities and should not be used for any family members who are just attending this University.

Alumni-If at any point an alumni member re-enrolls for classes or is employed by this University, the Alumni permit must be returned to Parking Services and status permit purchased. The Alumni permit is not transferrable and can be confiscated if found on another vehicle not owned by Alumni member and the vehicle cited.

Retired Faculty/Staff-If at any point the retired Faculty/Staff member is re-employed by this University, the retired permit must be returned to the Parking Services and Faculty/Staff permit purchased. The Retired permit is not transferrable and can be confiscated if found on another vehicle not owned by retired F/S and the vehicle cited.

D. Examples:

1. Each faculty, staff and student will receive only ONE permit per fiscal year. If it becomes necessary to drive a different vehicle, the permit is transferable. However, the permit owner is responsible for all violations accrued by any vehicle that has their permit number affixed and possibly all citations on said vehicle, when permit is not displayed. Temporary hang tags will only be issued when following policy provided in Section VI, Parking Permits, N, #2.

2. If you originally drove one automobile and it becomes necessary to drive a motorcycle also, you may do so by paying the additional fee of \$6.00 and providing proof of ownership of both your automobile and your motorcycle. You will then be issued a **permanent** motorcycle permit. The permit for your car will remain the same. **When registering an automobile and motorcycle, regardless of which is registered first, the full rate is charged for the automobile and the motorcycle is always the secondary vehicle.**
 3. If you originally drove a motorcycle and it becomes necessary to drive an automobile you may do so by paying \$6.00, and showing **proof of ownership of both your motorcycle and automobile.** You will be issued an automobile permit; the permit for your motorcycle will remain the same. Multiple permits entitle the holder to **park only one vehicle on campus at any given time.**
- E. In order to park in a parking space signed for disabled parking, the vehicle must display a placard or disabled license plate approved by the Texas Department of Transportation. In addition, disabled faculty, staff and students must purchase a parking permit in order to park their vehicle on campus.
- F. The fees for permits to allow the parking of motor vehicles on the campus of The University of Texas at Arlington are shown in Table I. All parking fees are payable at the University Police Parking Services Office, 1225 W. Mitchell, Suite 112, or Bursars Office, first floor E.E. Davis Hall.
- F. Students, faculty or staff members who terminate their enrollment or their employment, **prior to spring registration** and who have paid a vehicle permit fee for both fall and spring semesters, may receive a partial refund of the fee in accordance with Table II provided they return their permit. **No refunds on parking permits will be given after the spring census date for students, and after the last working day of April for faculty/staff.** In order to receive a refund, permits are required to be returned in person to the University Parking Services office or by certified mail prior to the Spring Census date. On-line requests for payroll deductions for Faculty/staff are a legitimate

agreement to abide by policies by entering EID/EMPLID and clicking the button plus entering your names, EID/EMPLID.

- H. Due to the reserve nature of parking, each student, faculty and staff will receive only one (1) permit. Should the need arise to bring a vehicle without a permit on campus, a temporary HANGTAG may be obtained as outlined in Section VI, Parking Permits, D.
- I. The higher parking assessment fee for faculty/staff is based on most faculty/staff being on campus twelve months, whereas, most students are considered to be on campus nine months. In addition, faculty/staff have preferred parking lots in relation to facilities on campus.
- J. A vehicle is permitted to have only one current permit displayed. It is not permissible to have a current student and faculty/staff permit displayed on the same vehicle at the same time.
- K. **DISPLAY OF PERMITS:** A permit to park a motor vehicle on campus will not be honored unless the permit is displayed properly with the face of the permit showing outward on the lower right hand side of the front windshield (passenger side). Permits are easily removable for transferring to a different vehicle. Display of confirmation permit page should be folded in half and placed on passenger side of dash with the expire date visible through front windshield. Failure to follow instructions concerning displaying the permit or confirmation page will result in citations being issued. Parking permits for motorcycles, motorbikes and motor scooters must be permanently affixed to a location in which the permit may be easily seen and the number of the permit easily read. If the permit becomes defective for any reason, the permit should be brought to the Parking Services immediately for even exchange.

Examples of Violation:

Lying in tray, console, seat, or on the dash. Laminated and placed or taped in window.

1. **If permit is lost or stolen and not reported immediately, the owner will be held responsible for all**

citations issued.

2. **The person in whose name the parking permit is issued, is responsible for all the parking violations of that motor vehicle whether actually operating the motor vehicle at the time of the violation or not.**
3. If after having purchased a parking permit, it becomes necessary to use a vehicle without your assigned permit for emergency or other reason, a temporary parking HANGTAG must be obtained from the Police Parking Office, and displayed in the vehicle in the proper manner. A temporary HANGTAG will be given for periods not to exceed five working days, and no more than two (2) HANGTAGS in succession for fall, spring, or summer semester. After two (2) HANGTAGS have been issued during any one session, a fee of \$6.00 is charged per week for each additional HANGTAG.
4. Residents of University residence halls may park only one vehicle at the residence hall parking. When the need exists to park a second vehicle, a temporary HANGTAG must be obtained prior to parking. This temporary HANGTAG will be valid for five working days. The fee for residence hall parking is \$112.50 annually. Residence hall permits are valid only in the designated residence hall parking except during periods of open parking (refer to Part IV GENERAL TRAFFIC REGULATIONS, Section B & C).
5. A resident of a University apartment may receive not more than two (2) permits to park vehicles at the apartment complex. The fee will be \$112.50 annually for the first permit and \$112.50 annually for the second permit for students. Proof of ownership must be shown for both vehicles to receive two permits. Student Rental Property Permits are valid only in Rent Property Parking Lots, except in circumstances where rental property is full. Residents may then park in closest student "A" parking lot. (Refer to Part IV GENERAL TRAFFIC REGULATIONS, Section B & C). Residents parking a vehicle and a motorcycle will be assessed \$112.50 annually per permit.

- L. **RETURN OF PERMITS:** Permits shall be returned to the University Police Parking Services Office:
1. when association with the University is terminated;
 2. when a replacement permit has been issued to take the place of a previously issued permit; or
 3. upon expiration or revocation of the permit.
- M. **CLASSES OF PERMITS AND ANNUAL FEES:** See Table I, Table II, and Table III for classes of permits and annual fees. **(See chart attachment)**

Parking:

1. Motorcycles and Motor Scooters may park in designated areas only.
2. Motor-Assisted-Bicycles and Mopeds (with a total engine displacement of less than 50cc) may park in motorcycle parking.

NOTE: Motorcycles, Motor Scooters, Mopeds and Motor-Assisted Bicycles shall NOT be parked or otherwise secured in unauthorized places such as sidewalks, posts, railings, or trees. These vehicles may not park in spaces marked for passenger cars or trucks when motorcycle parking is available and are required to have a permit.

Operation:

Motorcycles, Motor Scooters, Mopeds and Motor-Assisted bicycles shall NOT be ridden, operated, or parked on pedestrian walkways or sidewalks. On University streets, operators shall comply with ALL traffic control devices e.g. one-way signs, stop signs, etc.

The University Police Parking Services Office will issue a two (2) week pass per doctor's letter until the county disabled placard can be obtained.

A vehicle on which license plates issued under Section 504.202 of the Texas Transportation Code (POW, Purple Heart, Congressional Medal of Honor, Legion of Valor, Silver Star) are displayed is exempt from the payment of a parking fee collected through a parking meter, when being operated by or for the transportation of the person eligible for the specialty plate.

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

N. **OTHER TYPES OF PERMITS ISSUED**

1. **RESIDENCE HALL AND APARTMENT (RENT PROPERTY) PARKING:** Residents of University residence halls and apartments **must** purchase a residence hall parking permit for residence halls and rent property permits for apartments. Apartment residents are restricted to parking in apartment parking where they reside and the resident hall residents are restricted to resident hall parking, except after 5:00 p.m. when they can park in any approved faculty or student parking as provided in Part IV GENERAL TRAFFIC REGULATIONS, Section B. Residents have the option of parking at the Maverick Stadium (Lot26). **Residents wishing to park in any designated student lot must pay an additional \$112.50 annually for the appropriate permit, with exception to lot #29 and Greek Row parking.**
2. **TEMPORARY PARKING HANGTAGS**, good for a period of five working days, may be obtained for a fee of \$2.00. The HANGTAG will allow visitors and temporary workers who have not previously received a permit for their vehicles to bring that vehicle on campus for short periods of time.
3. **VENDOR HANGTAGS** are issued to individuals providing a contractual service to this University. These individuals are subject to the Rules and Regulations contained in this booklet. Vendor vehicles and University service vehicles may park in signed spaces designated as "University and Service Vehicle Only."

- O. **PAYMENT OF FEES:** When a permit is issued, the fee charged will be for a complete year or for the entire unexpired portion of the University's permit year.
- P. **REPLACEMENT CHARGES:** Any time a replacement permit is issued, an additional full permit fee will be charged. However, **if the PERMIT becomes defective, it can be exchanged at no charge.** If remnants of a motorcycle permit are not returned, a replacement permit will be \$90.00 annually. Motorcycles are always a secondary vehicle. (Section VI, D.)
- Q. **REFUNDS:** A request for refund will not be honored unless it is filed with the Police Parking Office during the University's fiscal year in which payment was made. A request for refund must be accompanied by the appropriate permit and turned in before the semester census date. Refunds will be made to members of the faculty and staff upon request in the event service is terminated by a resignation or leave of absence without pay. The refund will be based on refund rates in Table II. **No refunds will be made after the spring census date. Refunds will be made, upon request, to students who withdraw from the University at the end of the fall semester, but refunds will not be made to students who withdraw from the University after the spring census date.** Permits are required to be returned in person to the University Parking Services office or by certified mail prior to the Spring Census date. A request for a refund will not be honored when a person's privilege to park and drive on campus has been suspended nor if outstanding charges or other debts remain unpaid.

SECTION VII PARKING AND MOVING OFFENSES

The University Police will issue citations for the following specific offenses:

Parking Violations

- . Barred vehicle(s) on campus (parking on campus when privilege suspended)
- . Bicycle left unattended

- . Bicycle not parked according to regulations
- . Display of lost or stolen permit
- . Double or Multiple Parking
- . Forged or altered permit
- . Improper display of permit
- . Jaywalking
- . Leaving vehicle unattended with keys in ignition
- . Meter Violation
- . No parking within 15 feet of fire hydrant
- . Obstructing crosswalk/disabled ramp
- . Obstruction of drive way, aisle or gate
- . Other
- . Overtime parking in time limit zone
- . Parking in No Parking Zone (areas bordered in yellow)
- . Parking in area not designated for permit displayed
- . Parking in loading zone
- . Parking in violation of barricade(s)
- . Parking in backed-in/pulled through position
- . Parking on the lawn
- . Parking on the curb or sidewalk
- . Parking unregistered vehicle on campus (no permit displayed on vehicle)
- . Parking in disabled zone
- . Unauthorized vehicle in University building
- . Violation of posted sign(s)

Moving Violations

- . Accident in lot
- . Driving on sidewalks, walkway, or over curbs or lawns
- . Failure to obey request, directions, or instructions given by University Police
- . Failure to obey traffic control device(s)
- . Failure to observe temporary traffic restrictions.
- . Failure to stop at stop sign
- . Failure to yield right-of-way to pedestrian
- . Improper backing of a vehicle
- . Improper start from parked position
- . Operating a vehicle the wrong way on a one-way street
- . Speeding - if the violation is for more than 15 mph over the posted limit the fine will be \$100.00

University citations for moving violations will be \$50.00 unless otherwise noted. A person issued a University citation for a moving violation is eligible to have one citation dismissed per

year with the successful completion of defensive driving at the University Police Department.

Miscellaneous Violations

Fire Alarm: \$50.00

Negligently Cause an Emergency Response to a Fire Alarm. A person is subject to a citation whether the responders are from the fire department or police department, when an item is left unattended and that item causes a response by emergency personnel to the fire alarm, or if any portion of the fire/smoke alarm system has been covered, removed, altered or tampered with.

Loud or Excessive Noise Violation: \$50.00

Vehicle - A violation consist of but is not limited to the playing, using or operating, or permitting the playing, using or operating, of any radio receiving set, or other machine or device for producing, reproducing or amplifying sound, in such a manner as to create a noise disturbance is a violation of this regulation. If the noise can be heard distinctly from 50 ft is shall be prima facia evidence for a violation of the regulation. The mere sound of the engine is not a violation.

Residence - A violation consists of but not limited to the playing, using or operating, or permitting the playing, using or operating, of any television or radio receiving set, musical instrument, or other machine or device for producing, reproducing or amplifying sound, in such a manner as to create a noise disturbance, or at any time with a louder volume than is reasonably necessary for convenient hearing for the person(s) present in the room in which such instrument, machine, set or device is operated and who are voluntary listeners thereto is a violation. If the noise can be heard distinctly from 25 feet it shall be prima facia evidence for violation of the regulation.

SECTION VIII ENFORCEMENT

- A. **PARKING AND TRAFFIC CITATIONS:** University Police are 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 enforcement charges and a right to appeal within the University (Paragraph E below).
 2. **COURT APPEARANCE (CA) CITATIONS** - Those issued by the University Police constituting a summons to appear in either municipal court or a justice court.
- B. **POLICY WITH RESPECT TO COURT APPEARANCE (CA) CITATIONS:** The University reserves the right to issue a CA citation for any violation. It is the general policy of the University, however, to issue CA citations at the University's option as follows:
1. for moving violations;
 2. for any violation when the individual's driving or parking privileges has been suspended (See Paragraph E below); or
 3. when an individual receives a University citation and all reasonable attempts at collection have failed.
- C. **PROCEDURE FOR UNIVERSITY CITATIONS:** University citations are issued for offenses described in Section VII. The administrative enforcement charges are as shown. (Section VIII, J.)

Every person receiving a University citation shall remit the amount of the charge to the University Police Parking Services Office or the Bursars Office. Payment must be received within the Accounts Receivable billing period after issuance of the citation, to avoid a late charge.

If a person desires to appeal a University citation, he/she shall comply with Paragraph E below within 10 working days after issuance of the citation. Requests for exceptions to the appeal deadline will be considered on an individual basis, if mitigating or unusual circumstances exist. Such requests shall be submitted in writing to the Chief of Police and shall detail the reason(s) such a request is being made. **Requests based solely on alleged non-receipt of a copy of the citation will not be honored.**

When Court Appearance citations are issued, the University citations will be canceled. Failure to discharge CA citations may result in the issuance of a warrant for the arrest of such person.

Persons with unpaid charges recorded in their names shall be ineligible to receive parking permits while such charges remain unpaid. To obtain a permit, a person shall either pay the charge or timely request a University hearing.

- D. **ENFORCEMENT:** When unpaid charges are recorded, these charges will generate a debt to that person's University Accounts Receivable Bill.
1. Citations that are attached to a faculty, staff, or student. A tow notice will be issued when two (2) citations are past the ten day appeal date. Once the tow notice is issued to the vehicle, the faculty, staff, or student has 5 business days to contact the Parking Services Office. If the citations have not been cleared within the 5 business days, the vehicle will be towed when found on University property. Once the vehicle is towed, citations must be paid in order to release the vehicle.
 2. Citations that are not attached to a faculty, staff, or student. When two (2) or more citations are past the ten day appeal date, the Parking Services Office will mail a certified letter to the registered owner of the vehicle. The registered owner will be advised of the outstanding campus citations, and afforded 5 business days, after receiving the certified letter, to contact the Parking Services Office and resolve the citation issue. If the citations have not been cleared within the 5 business days, the vehicle will be towed when found on University property.

If your vehicle receives a tow notice, it shall state:

Be advised that you are in violation of Article VIII, Enforcement, of Traffic and Parking Regulations and your privileges to park or drive on The University of Texas at Arlington Campus are suspended, provided one of the following procedures are not followed:

1. Payment of all accumulated charges is made within Five (5) days from the date of this notice.
2. A **written** request is made within five (5) working days to appear before a University hearing committee concerning impoundment/immobilization of the vehicle or for barring of readmission and/or withholding of grades, reports, transcript, or diploma.

Henceforth, after five (5) days from the date of this notice, if your vehicle is located on campus property, it will be impounded and stored at your expense.

Such a hearing is not an appeal of the Parking and Traffic citations but is a limited hearing to allow the individual an opportunity to show that the vehicle in question was not owned, registered or used by the individual or to show that the individual receiving notice of impending sanctions does not have unpaid parking and traffic charges. At such hearing, which will be held after a reasonable period of time, the person requesting the hearing will assume the burden of showing why the appropriate enforcement action should not take place.

1. **IMPOUNDMENT:** If the person has failed to meet his or her burden of proof and payment is not received within 10 days of the panel's decision, the vehicle may be impounded pending payment of all charges, including towing and storage charges, without further notice. If the vehicle operator or the person who was issued the permit has failed to appear at the requested hearing, the vehicle may be immediately impounded pending payment of all charges, including towing and storage charges, without further notice.

PROCEDURE FOR IMPOUNDMENT: The term "impoundment" includes towing, removal, immobilization, and storage of the vehicle in question.

In addition to any charge that may be levied by the University for an offense resulting in removal, the owner of an impounded vehicle must also pay a commercial wrecker service fine and storage charges. When an IMPOUND VIOLATION

occurs and the owner or driver of the vehicle appears on the scene before the arrival of the wrecker, the vehicle will not be impounded. If the owner or driver appears on the scene after the arrival of the wrecker and the wrecker driver has made a hookup, the following will apply:

- a. The vehicle may not be impounded; and
- b. the owner or driver will be expected to pay the wrecker a fine, in lieu of towing.

If the vehicle is impounded, the registered owner or permit holder will be sent notice by the tow company between 2-5 days from date of tow and an additional notification fee may apply.

2. **BAR AGAINST READMISSION AND WITHHOLDING OF GRADES, DEGREES, TRANSCRIPTS AND REFUNDS:** If timely payment is not received from a student and the student has failed to appear at the requested hearing or has appeared and has failed to meet his or her burden of proof, the student may be barred from readmission and grades, degree, transcript and refunds may be withheld, without further notice. Additionally, the vehicle registered to the student may be subject to impoundment.

- E. **APPEALS FROM UNIVERSITY CITATION(S):** Any person who has received a University citation and believes they have ample justification or mitigating circumstances may file a request to have the citation reviewed. This appeal must be filed with the University Police Parking Services Office not later than 10 working days after the citation was issued. If an appeal is not filed within this time, the citation is deemed final. If the appeal date of the citation is not set by the Accounts Receivable billing due date, the citation will need to be paid and if found not guilty will be credited to that person's account.

Appeals shall be prepared in writing on the "Citation Appeal" form provided by the University Police Parking Services Office. This form must be filled out completely and legibly or the student, faculty/staff will not be notified by mail of their appeal date. Therefore, the written appeal will be sent to the Appeals Committee and their decision will be final. Appeals may be based solely

on the written statement or the appealing party may also request a personal appearance. Failure to request a personal appearance or failure to appear at the hearing (as requested) will result in the decision being rendered on the basis of the written statement (including any supporting material submitted) and the information as shown on the citation(s).

"Citation Appeal" forms will be reviewed by an Appeals Panel for a decision, unless the appeal form does not fulfill the University guidelines of a valid appeal, and the appealing party will be notified, in writing, of the decision. The Appeals Panel may order the payment of the administrative enforcement charge(s), or the cancellation of such charge(s).

If appeal is deemed invalid, then it will automatically be pulled from the appeal file and deemed payable on that persons University Accounts Receivable bill. **Not knowing the Rules and Regulations will not be considered as justification for appealing a citation.**

The following reasons are examples that may be invalid for parking illegally and appealing a citation for any violation: (these are not all inclusive)

- . Parked Only For A Few Minutes
- . Referring To the Rules as Ridiculous
- . Inclement Weather
- . Late For Class or Meeting
- . Lot Being Full
- . Drive Occasionally and Should Not Have To Purchase a Permit or Pay Any Fine
- . Another Student/Faculty/Staff Advised Me to Park There
- . All Meter Violations, Including No Signage with Instructions to Pay Meter
- . All Violations, Referring to Posted Signs and/Or Designation
- . All violations, pertaining to crashes (accident in lot), fire alarms, excessive noise and smoking.
- . Jaywalking Citations
- . Other Improperly Parked Vehicles Do Not Constitute an Excuse For Improper Parking
- . No One Told Me the Permit Expired
- . No One Told Me Where or How To Park on Campus

F. **REVIEW OF APPEAL FROM UNIVERSITY CITATION(S):** Any person who has appealed a University citation(s) and who is not satisfied with the decision of the University Parking and Appeals Panel, may have the decision reviewed by the Chairperson of said Appeals Panel. Such request shall be submitted in writing to the University Police Parking Services Office within 10 working days from the date of the original decision. This written request shall, in letter form, set forth the facts on which the appealing party believes the decision was improper or inequitable. Such written request shall be submitted and include the following:

1. citation number(s);
2. license number of vehicle(s);
3. date of notification of original decision;
4. date review requested; and
5. printed or typed name, address, and signature of person requesting the review.

Each review will be considered by the University Appeals Panel Chairperson. The Chairperson may uphold the decision of an Appeals Panel or the Police Department, or may reverse the decision in whole or in part, as deemed appropriate.

The decision of the University Appeals Panel/Chairperson shall be final.

G. **SUSPENSION OF PRIVILEGE TO DRIVE AND PARK ON CAMPUS:** The loss of the privilege of driving or parking a motor vehicle on campus shall commence 10 working days after the University Police Parking Services Office mails a letter to the person, at the address of such person as shown in the records of that office, stating that such person's privilege of driving or parking a motor vehicle on campus has been suspended. Such letter shall state the term of the suspension and will give notification of possible impoundment for parking offenses committed during the period of suspension and shall state the reason for such suspension.

Any person who (a) forges or alters a permit; (b) uses a forged or altered permit; (c) transfers a permit, uses a permit not purchased by the individual, or fails 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; (d) provides false information to obtain a parking permit with knowledge thereof; or (e) parks or drives a vehicle using a permit which the individual did not purchase, shall lose the privilege of driving or parking on the University campus for six 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 using a permit purchased by such person on the campus.

If a person whose privilege of driving or parking on campus has been suspended receives a University citation by reason of having a vehicle on campus during the period of his/her suspension, the period of suspension shall be extended so that it expires twelve months from the date the person received such additional citation. In addition, the violations of the suspension shall be reported to the Associate Vice President of Student Affairs if the person is a student or to the appropriate Dean, Director or Administrative Official for possible disciplinary action if the person is a faculty or staff member.

A person receiving notice that his/her privilege of driving or parking a vehicle on campus has been suspended may appeal the suspension within ten working days on the grounds that the imposition of such suspension is improper or will create serious and substantial hardship. Such appeal shall be governed by the provisions of Paragraph D above. No appeal shall be considered if there are any unpaid citations outstanding at the time such appeal is filed, unless special arrangements are made with the University Police Parking Services Office.

- H. **DESTRUCTION OF PERMIT WHEN SUSPENDED:** Every person receiving notice that his/her privilege of driving or parking on the campus has been suspended shall return the remnants of the permit issued (or the entire permit) to the

University Police Parking Services Office within ten working days after date of such notice. Failure to do so shall be reported to the Associate Vice President of Student Affairs if the person is a student or to the appropriate Dean, Director or Administrative Official if the person is a faculty or staff member.

- I. **ELIGIBILITY TO OBTAIN NEW PERMIT DURING PERIOD OF SUSPENSION:** A person whose privilege of driving and parking on the campus is suspended and not reinstated shall be ineligible to receive a parking permit of any type during the period of suspension.
- J. **ENFORCEMENT FEES:**
1. Police officers of The University of Texas at Arlington are authorized to issue University citations or the City of Arlington citations for violations of these parking regulations.
 - a. A fine of \$20.00 will be assessed for each University citation for violators improperly parked, even though they have a properly displayed permit. This fee is payable at the University Police Parking Services Office, 1225 W. Mitchell, Suite 112, or the Bursar's Office, First Floor, E.E. Davis Hall, within 10 days from the date of the citation. If any residence hall or apartment resident receives the incorrect permit in the mail and are issued a citation for wrong lot, they will be given the opportunity to exchange their permit for the correct residence hall or apartment permit in lieu of **ONE** wrong lot citation enforcement fee, if the citation is brought to the University Police Parking Office within 10 days from the date of the citation. **All remaining citations will be paid at the full assessment fee.**
 - b. A fine of \$20.00 will be assessed for each University citation for violators improperly displaying the parking permit as outlined in VI PARKING PERMITS.
 - c. A fine of \$50.00 will be assessed for each University citation issued to any vehicle not

displaying a current University parking permit or current or unexpired confirmation receipt of permit purchase. This fine is payable at the University Police Services Office, 1225 W. Mitchell, Suite 112 or the Bursar's office, First Floor, E.E. Davis Hall, within 10 days from the date of the citation.

- d. A fine of \$20.00 will be assessed for each University citation issued to violators who park in a backed in/pulled through position where diagonal parking is permitted.
- e. A fine of \$100.00 will be assessed for each University citation for violators illegally parked, stopped, or standing in disabled parking. In addition, these violations may carry an immediate impoundment of your motor vehicle.
- f. A fine of \$20.00 will be assessed for each University citation for Violations of metered parking. This fine is payable at the University Police Parking Services Office, 1225 W. Mitchell, Suite 112 or the Bursar's Office, First Floor, E.E. Davis Hall, within 10 days from the date of the citation.
- g. A fine of \$50.00 will be assessed for each University citation for any vehicles involvement contributing to an accident on a University campus lot or for any moving violations. The student, faculty or staff member will be given the opportunity to take a computerized Drivers Education test in lieu of **ONE** citation enforcement fee, if the citation and copy of passing Drivers Education is brought to the University Police Parking Services Office within 10 working days from the date of the citation. There is no cost involved for the Defensive Driving test.
- h. A fine of \$60.00 will be assessed for each University citation for any Vehicle Violation of displaying a permit that has been filed as a lost, stolen, never received or for a forged or altered

permit. The report will be filed at the University Police Parking Services Office located at 1225 W. Mitchell, Suite 112. An Official Police report will be filed when necessary.

SECTION IX SHUTTLE BUSES

Purpose: to assist campus pedestrian traffic from the outer perimeters of campus to central campus sites.

A SHUTTLE BUS SYSTEM OPERATES ON THE CAMPUS Monday through Friday, 7:30 a.m. to 6:00 p.m. This service has no charge to faculty, staff, students and visitors. Refer to the UTA shuttle bus route map provided for more details on these parking lot locations. Routes and hours of operation may be altered to meet the University community needs. For more information or routes, visit www.uta.edu/shuttles.