



UNIVERSITY OF ST. THOMAS

Parking Regulations

Regulations for Parking and Operation of Motor Vehicles

The Parking and/or operation of a motor vehicle at University of St. Thomas (UST) regulations were developed in an effort to provide equitable assignment of privileges and to maximize use of all areas in the best interest of the entire population of the university.

Texas laws governing the use of motor vehicles on campus are in effect at UST property 24 hours a day. In addition, UST assumes no responsibility for the care and/or protection of any vehicle or its contents while vehicle is being operated or parking on campus; however, an effort will be made by the UST Police Department (USTPD) to protect all vehicles and property of faculty, staff, students, visitors and the university.

Parking Authority and Control

The UST Police Department is the parking authority for all university property. USTPD is responsible for establishing guidelines for the use of any parking area on university property or for any university property that could be used for parking even if not specifically designated for parking. Such areas include, but are not limited to, athletic fields, driveways, loading areas and lawns.

Operating a vehicle at UST is a privilege, not a right. Visitors, students, faculty, and staff are expected to be familiar with and to abide by these regulations. The fact that a citation is not issued when a vehicle is illegally parked does not mean or imply that the regulation or policy is no longer in effect. The responsibility for obtaining knowledge of all parking policies and procedures rests on the individual and is not the responsibility of the university. Any amendments to these regulations will be posted online as soon as possible.

The university reserves the right to remove and impound any abandoned motor vehicle, any vehicle with no license plates, or any vehicle parked in such a way as to constitute a serious hazard to vehicles or pedestrian traffic or to the movement and operation of emergency equipment. The owner of the vehicle will be required to pay the cost of moving and storing the vehicle. The UST police department have discretionary powers to enforce a policy of traffic control on the campus even if not specifically covered by these regulations.

Definitions:

Abandoned Vehicle: is defined as those vehicles which are abandoned or unattended for a period of thirty (30) days or more, as evidenced by dust or debris accumulation on the surface of the vehicle.

University property: is interpreted to include all properties under the control and jurisdiction of the Board of Directors of UST.

Campus area: refers to all university owned or controlled property, whether on the main campus or off-campus.

Motor vehicle: is interpreted to include automobiles, buses, trucks, motorcycles, motorbikes, motor scooters and mopeds.

Other vehicles: include any mechanism or device that can be used for the transportation of passengers or cargo. This definition includes, but is not limited to, bicycles, skateboards, roller-skates and in-line skates.

Parking permit: is defined as any hangtag, decal or emblem authorized or issued by the UST Police Department to allow the user to park within the UST Parking System.

Parking Space: is defined by two (2) white parallel stripes or one white parallel strip and a curb.

Parking zone: refers to a series of parking areas in which a particular permit is valid.

Visitor: is anyone who is not enrolled in classes or works for the university, and who is not otherwise affiliated with the university in any way.

General Parking Regulations:

The following general parking regulations are enforced by citations, vehicle immobilization devices, towing, or suspension of parking privileges.

1. Barricades:

Disregarding official traffic control devices is strictly prohibited. This includes driving around, moving or running over traffic control devices.

2. Bicycles:

- a. All people who operate a bicycle on university property, regularly or occasionally, are required to register the bicycle with the USTPD and are required to display the current parking permit.
- b. Texas Law guarantees bicycle riders on roadways the same rights as motorists, and shall be subject to all the duties applicable to driver of motor vehicles.
- c. Bicyclists are reminded that sidewalks are for the primary use of pedestrians. Cyclists should use caution and courtesy when riding on the sidewalks.
 - i. **Exemption:** UST Police Department bicycle patrol officers are exempt from these limitations when performing official duties.
- d. **Obtaining a Bicycle Parking Permit:**
 - i. Bicycle parking permits at UST are free. To obtain a bicycle parking permit you must have the following information and go to UST police department:

1. Name, Address, telephone number, email, brand and model of bicycle, color, frame style (male or female), wheel size and any other identifying features.
 2. Bicycle permits are available at the USTPD and administrative hours at the USTPD are Monday – Friday 8:30am-5:30pm.
 - ii. **Displaying a Bicycle Parking Permit:**
 1. Bicycle parking permit must be clearly legible and properly displayed from the front spoke of the bicycle at all times while on university property
 - iii. **Location to Park a Bicycle:**
 1. Bicycles are required to be parked at bicycle racks provided on campus. Bicycles are prohibited from being secured to any tree(s), shrubbery, sign post, building or etc.
 - iv. **Bicycles left on University Property:**
 1. Any bicycle left on university property during the summer will be considered abandoned, unless prior arrangements have been made with USTPD. Bicycles left on campus will be confiscated and replacement locks or storage fees will be the responsibility of the owner. After 90 days the confiscated bicycles will be sold.
 - v. **RECKLESS BICYCLE USE:**
 1. Reckless Bicycle use is defined as the use of a wheeled vehicle in a manner that endangers public safety, threatens university property, or disrupts university operations. This use includes, but is not limited to, maneuvers that are aerial or that transition from campus walkways on to stairs, curbs, benches, rails, seating areas, or vice versa, as well as from or to any other elevated constructs. It also includes using rollerblades or skateboards in ways that clearly create unsafe conditions (*e.g.*, traveling at unsafe speeds, traversing downhill with no method of stopping, *etc.*).
- 3. Booted Vehicle/Vehicle Immobilization Devices:**
- a. The UST Police Department may place immobilization devices (boots) on vehicles for any of the following reasons:
 - i. Failure to properly register a vehicle
 - ii. Excessive parking violations and/or excessive unpaid parking violations
 - iii. Repeated/excessive illegal parking in handicap zones, red zones /fire lanes
 - iv. Blatant parking violations.
 - b. To obtain release of the vehicle, violators will be required to pay a \$60.00 fine. Tampering with or attempting to remove the device from a vehicle is prohibited. Damage to the boot device or to the vehicle due to unauthorized tampering will be at owner's expense, and may result in criminal charges being filed.
- 4. Citation Violation Appeals:**
- a. Faculty, staff, and students have the right to appeal any parking violation issued on university property except for the below reasons. Chief of Police or his designee has the right to deny, approve, or adjust any parking appeal.
 - b. Appeals based on any of the following will not be accepted:
 - i. The duration of time spent in appeal.
 - ii. Time of day or night the citation was issued.
 - iii. The parking lot was full.

- iv. Another person was driving the vehicle at the time the vehicle was cited.
- c. An appeal form may be filled in person at USTPD within ten (10) business days after a citation has been issued.

5. Golf Carts or Cushmans-

- a. Privately-owned golf carts, Cushmans, or other slow moving vehicles are not permitted on university property.

6. Motor Vehicle Parking Permits:

All administration, faculty, staff, student (full- or part-time) and visitor who operate a vehicle/motorcycle on university property, regularly or occasionally, are required to register the vehicle with the USTPD and are required to display the current year parking permit.

Parking permits are the property of UST and must be returned to USTPD on request.

A parking permit is no guarantee of a parking space near the place where one works, resides or attends class.

a. Obtaining a parking permit:

- a. **Parking Permits Cost:**

Yearly Parking Permit:	\$300.00
Spring Semester:	\$150.00
Summer Semester:	\$75.00

- i. Additional Parking Permit Cost: \$10.00 per permit.

b. Parking Permits Required in the following areas:

- i. Faculty/Staff Parking Lots L, M, O, P, S: 8:00am-5:30pm Monday-Friday
- ii. Student Parking Lot S: 8:00am-5:30pm Monday-Friday
- iii. Moran Parking Center 24 hours a day

c. Purchased:

i. Student Parking Permit:

1. Student parking permits can be purchased at the UST police department in the Moran Parking Center.
2. After purchasing your permit, your vehicle must be registered with the UST Police Department. A printed copy of the receipt must be provided when picking up the permit.
3. Go to the UST Police Department and your student ID will be activated for use at the Moran Parking Center. You will also receive a parking hangtag. The hangtag must be visible from the vehicles rearview mirror.

ii. Faculty/Staff Parking Permit:

1. You must come into the UST Police Department and register your vehicle.
2. Have your faculty/staff ID, so we can activate your ID for use at the Moran Parking Center. You will also receive a parking hangtag. The hangtag must be visible from the vehicles rearview mirror.

d. Classification and Displaying of Parking Permit:

- i. **Faculty/Staff Parking Permit-** This permit is for faculty/staff and can park in any lot except for handicap parking (unless you have handicap placard or plates), fire lanes, red zones, or reserved spaces. Faculty/Staff parking

permit must be clearly legible and properly displayed from the rear-view mirror of the vehicle at all times while on university property.

- ii. **Student Parking Permit-** This permit is for students and allows them to park in the Moran Parking Center and Parking Lot S except for handicap parking (unless you have handicap placard, plates, or disabled veteran plates), fire lanes, red zones, or reserved spaces. Student parking permit must be clearly legible and properly displayed from the rear-view mirror of the vehicle at all times while on university property.
- iii. **Visitor Parking Permits-** This permit is only for visitors as defined above. Visitors Parking Permits are available at no charge and may be obtained at the UST police department. Visitors may park in any designated parking lots on campus except for handicap parking (unless you have handicap placard, plates, or disabled veteran plates), fire lanes, red zones, or reserved spaces. Visitor parking permit must be clearly legible and properly displayed from the rear-view mirror of the vehicle at all times while on university property.
- iv. **Contractor Parking Permit-** This permit is only for contractors on the UST campus. Contractor parking permits are available at no charge and may be obtained at the UST police department. Contractors may park in any designated parking lots on campus except for handicap parking (unless you have handicap placard, plates, or disabled veteran plates), fire lanes, red zones, or reserved spaces. Contractor parking permit must be clearly legible and properly displayed from the rear-view mirror of the vehicle at all times while on university property.
- v. **Handicapped/Disabled Placard or plates** - State of Texas Handicap permits or placards are available through your County Tax Assessor office. Legally issued and valid handicap placards or license plates are required for vehicles to legally park in campus handicapped spaces. UST Police will not issue "temporary handicapped" permits.

e. Lost or Stolen parking permit:

- i. In the event that a parking permit is lost or stolen, it should be reported immediately to the USTPD. Failure to report a lost or stolen parking permit will result in responsibility for all fines assessed against the permit until the time the permit lost or stolen was reported to USTPD.
- ii. Displaying a lost or stolen permit or a falsely made or altered permit, or using a permit which had been issued to another person will result in a fine and/or loss of parking privileges on university property.

f. Falsification of Parking Permit Information:

- i. Falsification of information on a vehicle, motorcycle, or bicycle registration will result in a fine and/or loss of parking privileges on university property.

7. Moran Parking Center:

- a. There is a \$10.00 a day exit fee per vehicle for the Moran Parking Center for all visitors to campus.

- b. Use of a proximity/ID card to allow others to exit the Moran Parking Center without paying is prohibited and considered theft of service, and may result in suspension or revocation of parking privileges.
- c. Individual departments may purchase parking tokens for visitors to UST by filling out the Token Request Form and submitting it to UST Police Department.

8. Motor Vehicles (In Operation):

- 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 their vehicle into or through any intersection.
- d. A vehicle shall not be operated/parked on any sidewalk, the mall area, or lawn areas.
 - i. **Exception:** University owned vehicles, emergency vehicles, or contractors performing assigned duties are exempt from this regulation.

e. Motor Vehicle (In Operation) Violations:

Description	Current Citation Price
Reckless Driving (as defined by Texas Statutes)	\$100.00
Speeding 1-10mph over limit	\$40.00
Speeding 11-15 mph over limit	\$50.00
Speeding 16 and greater mph over limit	\$60.00
Failure to Yield	\$45.00
Failure to yield to emergency vehicle	\$60.00
Failure to yield to pedestrian	\$90.00
Wrong on one-way street	\$40.00
Improper Passing	\$40.00
Improper Turn	\$40.00
Running Stop Sign	\$45.00
Failure to Obey a Police Officer	\$50.00
All other moving violations	\$60.00

9. Motor Vehicle (Parked):

- a. Vehicles shall be parked so the entire vehicle is within the limits of the marked parking space.
- b. Drivers shall not park their vehicles in any space that may obstruct the normal flow of traffic.
- c. Abandoned vehicles or vehicles displayed for resale or trade are prohibited for parking on campus. Reasonable efforts will be made to identify and contact the registered owner of the vehicle.

10. Parking Privileges:

- a. Parking privileges may be temporarily suspended at any time to accommodate special events or other needs of the university.
- b. Parking privileges may be suspended due to excessive fines and unwillingness to follow parking regulations.

11. Parking Spaces:

- a. Responsibility for finding an authorized parking space within the zone designated by the permit rests with the motor vehicle operator.
- b. All vehicles must park within a defined space. A space is defined by two (2) parallel stripes. Parking wholly within the marked parking space is required at all times. Those vehicles parked beyond the boundary will be considered not parked completely in the space and subject to parking violations.
- c. Any vehicle parked parallel on a roadway must face the direction of authorized traffic movement. The fact that other vehicles are parked improperly will not constitute an excuse for improper parking of any vehicle.
- d. Parking a vehicle in any place that will create a traffic hazard or obstruct access is prohibited and may result in the vehicle being cited or towed.

12. Parking Violations:

Description	Increase Citation Price
Abandoned Vehicle in Moran Parking Center	\$100.00
Allowing Unauthorized Exit From the Moran Parking Center	\$25.00
Blatant Disregard to Parking Procedures	\$50.00
Blocking a Legally Parked Vehicle	\$25.00
Boot Fee	\$50.00
Displaying a Lost/Stolen/Illegally Used Permit (Reproducing, altering, defacing, using revoked, transferred, unauthorized permits, another person's permit, lost, or stolen)	\$100.00
Disregard of Barricades or Cones	\$20.00
Driving/Parking on grass, lawn area, or sidewalk	\$25.00
Failure to Use Bicycle Rack	\$10.00
Failure to Display Valid UST Parking Permit Plus an automatic registration fee*	\$10.00
Failure to Park in a Single Space	\$25.00
Improper Parking	\$10.00
Parking in 24-Hour Reserved Space	\$50.00
Parking in Crosswalk	\$25.00
Parking in a Fire Lane	\$100.00
Parking in lot/space not authorized by permit	\$25.00
Parking in area not designated as a parking area	\$25.00
Parking in a Handicap Space	\$100.00
Parking in a Visitor Zone	\$25.00
Parking where prohibited by sign	\$25.00
Parking where prohibited by yellow lines/curb	\$10.00
Parking on Campus While Parking Privileges are Suspended	\$100.00
Removing/Disregarding Barricade or Barrier	\$50.00
Reuse of Citation	\$25.00
Vehicle Blocking a Driveway	\$50.00
Vehicle Parked in Incorrect Parking Lot	\$25.00
Vehicle Parked in Yellow or No Parking Zone	\$50.00
Unauthorized removal of a boot	\$200.00

- a. Parking Violation and Responsibility of Parking Permit Owner:
 - a. Students receiving a parking violation may pay the violation at UST Police Department located in the Moran Parking Center.
 - b. The fact that a citation is not issued when a vehicle is illegally parked does not mean or imply that the procedure is no longer in effect.
 - c. The person in whose name the parking permit is issued will be held responsible for that vehicle and the violations issued to it.

13. Pedestrians:

- a. Pedestrians 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 the street. No pedestrian shall stand on the traveled portion of any street, alley, or driveway in such a manner as to obstruct or prevent the free flow of traffic.

14. Recreational Vehicles:

- a. Recreational vehicles are prohibited from overnight parking or camping on campus without prior authorization and permit issued by the USTPD. RV's may only be parked in areas designated by the USTPD.

15. Rollerblade or Skateboards:

- a. Rollerblades or skateboards are allowed on university property, but must be operated in a safe manner. Rollerblades or skateboards will not be permitted on or in buildings, on rails, steps, retaining or landscape walls, benches, handrails, etc. Rollerblade or skateboard personnel must yield the right of way to pedestrian and vehicular traffic at all times.
- b. Rollerblades or skateboards are only allowed to be used on traditional paths including, but not limited to paved paths, gravel paths, and walkways.
- c. Reckless Rollerblades or Skateboards is defined as the use of a wheeled vehicle in a manner that endangers public safety, threatens university property, or disrupts university operations. This use includes, but is not limited to, maneuvers that are aerial or that transition from campus walkways on to stairs, curbs, benches, rails, seating areas, or vice versa, as well as from or to any other elevated constructs. It also includes using rollerblades or skateboards in ways that clearly create unsafe conditions (*e.g.*, traveling at unsafe speeds, traversing downhill with no method of stopping, *etc.*).

16. Sidewalks:

- a. The use of campus sidewalks by motor vehicles other than authorized emergency/maintenance vehicles driving or parking is strictly prohibited. Chief of Police or his designee can make exceptions for special events.
- b. Motorcycles, motor scooters and mopeds (gas or electric) are not to be operated or parked on sidewalks for any reason. Electric mobility devices used by disabled or handicapped persons are exempt from this procedure. Parking or operating a motorcycle on a sidewalk is cause for a citation/fine and immediate revocation of the campus parking permit privileges.

17. Special Events:

- a. Any department or individual scheduling an event that will attract visitors to the University should contact the UST police department one week prior to the event to make appropriate arrangements for parking.

18. Stalled or Disabled Motor Vehicles:

- a. The owner/operator of a vehicle which becomes stalled or disabled on university property must notify USTPD immediately. Otherwise, the owner/operator will be held accountable for any citation(s) issued to the vehicle or for any impoundment or towing related fees.

19. Trailers:

- a. Trailers, whether towed by a vehicle or parked independently, are prohibited from parking within the UST Parking System without prior permit and permission from the UST Police Department. Trailers may be required to park in designated areas only.

Any questions or concerns about these procedures can be directed by USTPD located in the Moran Parking Center or by email at police@stthom.edu.