



# **University Parking and Traffic Rules & Regulations**

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# SECTION I: GENERAL PROVISIONS

## 1. General

Pursuant to the authority granted by Sections 51.201 et seq., 54.005, 54.505, 65.31, and 71.04 of Title 3 of the Texas Education Code, and Rules and Regulations of the Board of Regents of The University of Texas System, these *Parking and Traffic Regulations* are promulgated 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. These regulations and procedures apply to any person who walks, drives, or parks a vehicle on university property. These rules and regulations are supplementary to applicable ordinances of the City of San Antonio and the statutes of the State of Texas that govern pedestrians and the use of motor vehicles and bicycles.

The operation of a motor vehicle or bicycle on university property is a **PRIVILEGE** granted by the university and is not an inherent right of any faculty/staff member, student, or visitor. All faculty, staff, students, and visitors who park on university property must have a university parking permit or park in a short-term paid parking space. A parking permit signifies that an individual has been granted the privilege of parking a vehicle on university property and does not guarantee a parking place on campus.

The university assumes no liability or responsibility for damage to or theft of any vehicle parked or driven on campus. The university assumes no responsibility or any duty to protect any vehicle or its contents at any time the vehicle is operated or parked on the campus. No bailment is created by granting any parking or operating privileges regarding a vehicle on any property owned, leased, or otherwise controlled by the university.

These regulations are in effect at all times on university property.

## 2. Administration and Enforcement of these Regulations

### A. The University Standing Committee on Parking and Traffic

The University Standing Committee on Parking and Traffic is composed of twelve voting members consisting of a minimum of four faculty, four staff members, and four UTSA students. One representative each from People Excellence, Facilities, Alumni, and the University Police Department serve ex officio. Appointment of the Committee members will be consistent with current university policy. Faculty/staff members shall serve two-year terms and student members will serve one-year terms. The charge is to review operational guidelines and to make recommendations to the Sr. Vice President for Business Affairs for the development of and revisions to these regulations as are necessary to ensure an efficient parking and traffic system.

### B. University Parking Appeals Panel

The University Parking Appeals Panel is composed of faculty, staff, and students. The appeals panel's charge is to review appeals and render a decision. The panel may uphold

the citation or reduce the citation to a warning. A majority decision is required for final disposition by, at a minimum, one faculty, one staff, and one student panelist.

**C. Campus Services**

The Parking Division of Campus Services is authorized to enforce these regulations and is responsible for the administrative functions relating to parking permits; establishing procedures and requirements for the issuance of parking permits; the collection of enforcement fees for parking and traffic violations; establishing requirements for the submission of appeals; the processing of appeals from parking and traffic citations; and for management of parking lots and garages. Campus Services supervises Parking Assistants who issue parking citations.

**D. The University of Texas at San Antonio Police Department (UTSAPD)**

UTSAPD is authorized to enforce these regulations at any time or under any circumstances deemed necessary by UTSAPD. UTSAPD officers may issue university citations or court appearance citations enforceable in municipal court.

**3. Authority**

Campus Services and UTSAPD are authorized to enforce these regulations:

- A. Through the issuance of university citations and collection of enforcement fees, including the periodic billing of unpaid citations and the referral of individual cases pertaining to unpaid campus citations to a national collection agency;
- B. Through the impoundment of vehicles interfering with the movement of vehicular, bicycle, or pedestrian traffic, blocking a sidewalk or space for those with disabilities, loading dock, ramp, cross-walk, entrance, exit, fire lane, or aisle;
- C. Through the impoundment or booting of vehicles for unpaid enforcement fees or display of a lost, altered, fraudulent, fictitious or stolen parking permit after proper notice (issuance of previous citations, vehicle notification, holds on records, and/or citation invoice);
- D. By the suspension, revocation, or denial of campus driving privileges, parking permit, and garage access privileges to those with overdue charges or who have violated these regulations;
- E. By requiring either the vehicle owner or operator or the person who purchased the permit to appear in court for certain moving violations or at a university hearing for non-payment of outstanding charges or other violations of these regulations;
- F. By barring re-admission and by withholding grades, degree, refunds, and official transcript of any student for non-payment of outstanding charges in accordance with university standards;

- G. By disciplinary action against employees or students who fail to abide by these regulations;
- H. By such other methods as are commonly employed by city governments or state agencies in control of traffic regulation enforcement.

#### **4. Proof**

The issuance of a citation reflecting the existence of any parking or traffic control device, sign, short-term spaces, signal, or marking at any location on university property shall constitute prima facie evidence that the same was in existence and was official and 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, in violation of any provision of these *Parking and Traffic Rules & Regulations*, proof that said vehicle was, at the date of the offense, bearing a valid university 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. If the vehicle does not bear a valid university parking permit, proof that the 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 the individual.

#### **5. Responsibility**

- A. The person to whom a university parking permit is issued is responsible for any citation issued with respect to a car displaying that permit or a vehicle registered through Campus Services by that person.
- B. If the vehicle does not display a valid university parking permit and is not registered through Campus Services to any university permit holder, then the person to whom the vehicle is registered through the Texas Department of Transportation at the time of issuance of the citation and that individual's university affiliate (UTSA employee, student, or permit holder within one year before or after the issuance of the citation) is responsible for the citation.

#### **6. Collection Methods**

The university may arrange for collection of debts due to the university pursuant to these regulations in the following manner:

- A. Permit payments may be deducted from employee payroll checks with the employee's permission. Deductions for all permit purchases will continue until the full price of the permit is paid or until the permit is returned. Employees are responsible for monitoring their paychecks to ensure that proper deductions are being made for their UTSA parking permit. Participants are also responsible for contacting Campus Services if, for any reason, they will not be receiving a paycheck during the pay period in which a deduction is scheduled. The employee is liable for all payments for their UTSA parking permit if for any reason a scheduled deduction is missed.

- B. A financial hold will be placed against students for past due debts.
- C. Use of a commercial collection agency or attorney to collect past due fees for permits or citations. Late fee will accrue.
- D. No parking permit will be issued to any individual whose vehicle is subject to immobilization under these regulations or otherwise in accordance with university standards.

## SECTION II: DEFINITIONS

The following defined terms are in addition to the definitions and terms of the Texas Motor Vehicle Laws, which apply on university property.

1. **Autocycle:** Any vehicle other than a tractor that is designated to have, when propelled, not more than three wheels on the ground, equipped with a steering wheel, equipped with seating that does not require the operator to straddle or sit astride the seat.
2. **Bus Stop:** A no-parking area where buses stop to pick up and drop off passengers, as indicated by signs or curb markings
3. **Campus Services:** The University of Texas at San Antonio Campus Services department.
4. **Campus or University Property:** The property under the control of the university.
5. **Carpool:** An arrangement whereby several participants (at least 2 but no more than 4 members) who are either faculty and staff or students (no mixed groups) travel together in one vehicle, the participants share the costs and often take turns as driver.
6. **Commuter Space:** A Commuter Space is any parking space on a UTSA campus, other than spaces in any parking garage, or in any residential surface parking lot (Resident Lots 1, 2, 3 and 4, and University Oaks Phases 1-3), that is not marked by signage, markings on the ground or otherwise indicated to be a space for which another permit or special status (such as UTSA Vehicle or Handicapped) is needed. Some or all of the Commuter Spaces in certain surface parking lots may, but need not, be specifically marked as Commuter Spaces.
7. **Compact Vehicle:** A four-wheeled motorized vehicle whose overall length does not exceed 165 inches.
8. **Contract Employee:** Any person employed by a business, but not affiliated with UTSA as faculty, staff or student, which has contracted to operate a business, or service function of the university.
9. **Court Appearance ("CA") Citation:** Those issued by UTSAPD officers constituting a summons to appear in either municipal court or a justice court.
10. **Driver or Vehicle Operator:** Any person who drives, operates or is in actual physical control of a vehicle on university property.
11. **Employee:** Any person employed by the university regardless of whether the person is employed with or without salary.
12. **Flagrant Violations:** A clear and obvious violation of these rules and regulations including but not limited to possession of a lost, altered, fraudulent, fictitious or stolen parking permit; possession of a permit by someone other than the original purchaser; receipt of ten (10) or more citations within one academic year; or any violations that substantially impact the daily operations of the university or the health and safety of others.



13. **Motorcycle:** Any vehicle 68 inches or less in width and requires a class M Texas license to operate.
14. **No Parking Areas / Zones:** Red or yellow curbs, yellow/white diagonal stripes (Zebra stripes); "X" between parallel parking spaces; loading zones; "No Parking" painted on surface, curbs and "No Parking" signs on crosswalks and bus terminals.
15. **Official Visitor:** An individual who is not eligible for an annual university parking permit and who comes to campus to conduct important business or to render an important service to the university.
16. **Visitor:** Any person who is not a faculty, student, staff member, or official visitor of the university.
17. **Parking Permit:** Permit issued by Campus Services that authorizes parking on university property.
18. **Parking Space:** An area designated for vehicle parking by pavement or curb markings, or signs. Any area not so marked is not a valid parking space.
19. **Pay Station:** A device to accept payment for short-term parking.
20. **Semester Intersession & Approved Holidays:** The period of time between the day following the published last day of UTSA finals of one semester and the beginning of the next semester (first day of class). UTSA Spring Break is also considered intersession.
21. **Short-Term Parking Space:** Any parking space for which the payment of an hourly rate is required.
22. **Student:** Any person who is or has been within the last six months registered and enrolled at the university (including special students, part-time students, auditing individuals, teaching assistant students, graders, and research assistants).
23. **University:** The University of Texas at San Antonio
24. **University Housing:** Facilities on the Main campus that provide housing for students, including Chaparral Village, Laurel Village, The Oaks, and Chisholm Hall.
25. **University Parking Citations:** Those parking citations subject to university administrative enforcement charges and a right to appeal within university procedures as outlined in these regulations.
26. **UTSAPD:** The University of Texas at San Antonio Police Department.
27. **Vehicle:** Includes automobiles, buses, trucks, trailers, motorcycles, autocycles, motor scooters, motorbikes, mopeds, bicycles, golf carts, club cars, and tractors.
28. **Vendor:** An individual or company not affiliated with the university that provides goods or services to the university.

## **SECTION III: TRAFFIC REGULATIONS**

### **1. Compliance**

Every vehicle operator shall comply with these regulations, State law, and all traffic control devices at all times, unless otherwise specifically directed by Campus Services or UTSAPD. State and local laws pertaining to operation of a motor vehicle, bicycles and pedestrians on public streets apply on the campus and streets owned and operated by university.

### **2. Special Instructions**

No person shall fail to comply with any instruction related to traffic or parking given by a university police officer or assistant vice president or assistant vice president of Campus Services or a Campus Services parking assistant.

### **3. Temporary Restrictions**

The assistant vice president of Campus Services or Chief of UTSAPD is authorized to temporarily implement restrictions that govern parking and traffic relating to construction, emergency situations, or special events on campus, and by agreement with the City of San Antonio, on public streets. Notice of such restrictions may be given by the posting of temporary signs or barriers or in any other area deemed appropriate.

### **4. Speed Limits**

20 mph on campus roads, 10 mph in parking lots, parking garages and service drives is the maximum speed limit, at all times, unless otherwise posted.

### **5. Traffic Obstruction**

No person shall park or bring to a halt on the campus any vehicle in such a manner as to interfere with normal vehicular or pedestrian traffic or jeopardize safety or university property.

### **6. Bus-only Lanes**

No person shall operate a vehicle other than a UTSA vehicle or bus on roadways or in lanes marked for buses only.

### **7. Vehicles in Buildings**

With the exception of wheelchairs, ADA scooters, or other devices specifically authorized by Campus Services, no person shall place, use, park or otherwise leave a vehicle within any university building, other than a parking garage at any time.

### **8. Sidewalks, Grass, or Shrubbery**

No person shall drive a vehicle on a sidewalk, walkway, patio, plaza, grass, shrubbery or any unmarked or unimproved ground area unless such areas are signed and marked for driving, except as specifically authorized by Campus Services or UTSAPD.

### **9. Roller-Skates, Skateboards, and Scooters**

No person shall use roller-skates, a skateboard, or a scooter on university property.

## **10. Passenger Pick-Up and Drop-Off**

No person shall stop a vehicle on any street, alley, or driveway on the campus for the purpose of picking-up or dropping-off a pedestrian without first drawing up to the right-hand curb.

## **11. Pedestrians**

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.

## **12. Traffic Restrictions**

Vehicles with two or more rear axles, or other oversize vehicles, are prohibited from travel on any UTSA roads unless required or requested by UTSA, and at no time may such vehicles, other than emergency vehicles, travel on Walter Brenan Avenue between the Recreation Wellness and Convocation Centers.

## **13. Using a Hand Held Mobile Device**

A person commits a violation if the person uses a hand-held mobile communication device for any purpose while operating a motor vehicle on university property, including viewing, reading, texting, gaming, dialing or otherwise selecting numbers, listening to or talking to another person, or any other use of such a device.

## **14. Vehicle Registration**

Any university vehicle operating on a UTSA campus must be registered with Fleet Management and must be clearly marked, as set out in Fleet Management policies and procedures ([Provide link here](#)). Any university vehicle, including golf carts operating on a UTSA campus not properly registered and marked may be disabled or removed from campus, without liability to the cart owner.

## SECTION IV: PARKING REGULATIONS

### 1. General

A vehicle operator shall park only in a parking space as authorized by the parking permit displayed or as otherwise specifically authorized by Campus Services or UTSAPD. Each parking space within a lot or garage shall be marked or defined by appropriate signs and/or other markings. Parking in a garage requires either a garage permit or payment at the garage.

### 2. Use of Parking Permits

No person shall lend, sell, or otherwise allow another person to use their permit, except as specifically authorized by these regulations.

### 3. Permit Requirements

A permit is required at all times on campus, with the following exceptions:

- A. In Employee A, Employee B, and Commuter spaces Monday-Thursday from 10:00pm to 7:00am and from Friday at 4:30pm to 7:00am the following Monday.
- B. In resident spaces and unmarked commuter spaces during semester intersessions and university-approved holidays.
- C. Vehicles are eligible to park only as authorized by the class of permit issued.
- D. Certain permit types are authorized to "park up" in certain other permit areas on weekends, and after 4:30 p.m. on weekdays (Section V.2, Permits, "Classes of Permits and Eligibility," sets forth the classes of permits and eligibility requirements).

### 4. Manner of Parking

No person shall:

- A. Park without a current parking permit or payment of the designated short-term parking, except as specifically authorized by Campus Services or UTSAPD.
- B. Park a vehicle such that it occupies portions of more than one parking space.
- C. Park a vehicle with the left wheels to the curb unless parked on a one-way street.
- D. Double park a vehicle.
- E. Park a vehicle in a manner that obstructs "Disabled" parking spaces, walkways, driveways, ramps, loading docks, or marked crosswalks.
- F. Park any vehicle on a sidewalk, walkway, patio, plaza, grass, shrubbery or any unmarked or unimproved ground area.

- G. Park a vehicle, or permit a vehicle to stand in or block access to any area designated as a fire lane or 15 feet in either direction of a fire hydrant. Fire lanes are designated by posted signs and/or yellow or red painted curbs. Any emergency authorization for use of fire lanes must be obtained through UTSAPD.
- H. Park a vehicle in a no parking zone.
- I. Park a vehicle in an area designated as a bus stop.
- J. Park in a space with a barricade or remove a barricade, except as specifically authorized by Campus Services or UTSAPD.
- K. Park a trailer, recreational, or mobile home on university property unless specifically coordinated and approved by Campus Services.
- L. Park or store a bicycle except at designated bicycle parking areas.
- M. Park a motorcycle in any garage on campus.

## **5. Loading Zones**

Vehicle operators may park in a Loading Zone (LZ) for 15 minutes to load/unload a vehicle. Once the loading/unloading process has been completed or the time limit has expired, the space must be vacated.

## **6. Disabled Parking**

No person shall park a vehicle in a "Disabled" space without a university permit or payment of garage parking fees and appropriate state disabled placard or license plate. Persons with disabilities whose vehicles display the appropriate disability license plates, permits, or placards issued by the State of Texas, and disability plates, permits, and placards issued by other states are exempt from the payment of fees in paid short-term surface parking. Individuals parking in disabled spaces inside a parking garage must display a valid garage permit and disabled placard/plates. Parking in the disabled pay stall spaces in the DTC garage requires payment of short-term parking fees and display of valid disabled placard/plates.

## **7. Veteran Parking**

Owners of vehicles displaying specialty license plates as identified in Texas Transportation Code 504.315 and 504.316 only; upon registration and proper notification to Campus Services, are exempt from the payment of fees at paid short term surface parking and are further exempt from the payment of fees for any university Surface Parking Permit for which they are otherwise eligible. This privilege applies to the veteran only and not to anyone else driving the vehicle. The value of the no-charge permit received cannot be applied to future permit upgrades and is not refund eligible.

## **8. Visitor Parking**

UTSA Departments and Registered Student Organizations seeking parking permits for official visitors should submit a Visitor/Event Parking Request Form two weeks prior to the anticipated arrival date for further coordination with Campus Services.

## **9. Emergency Vehicle Parking**

Emergency vehicles are exempt from the provisions of these regulations when being operated in response to an emergency situation.

## **10. Abandoned Vehicles**

The university may deem a vehicle parked on university property for more than 48 hours without a valid permit to be abandoned and may remove such vehicle as provided in Section 683.001 – 683.078 of The Texas Transportation Code.

## **11. Garage Short-term Pay Parking**

(Ximenes Ave Garage, Bauerle Rd Garage, and Downtown Garage). Short-term pay parking is available in these garages.

## **12. Surface Short-term Pay Parking**

(All short-term spaces except Garage Short-term spaces). Short-term pay parking is available in marked short-term spaces by making proper payment at a pay machine.

## SECTION V: PARKING PERMITS

### 1. Issuance of Permits

The assistant vice president of Campus Services may issue a parking permit to any employees or students of the university and vendors or contractors operating on the campus upon payment of the appropriate fee. The assistant vice president of Campus Services shall allocate permits, at the assistant vice president's discretion, among the faculty, staff, students, and visitors of the university in a manner intended to serve the needs of the university.

A parking permit will be issued upon application and payment of the parking permit fee to Campus Services. Eligibility for permits will be determined by the individual's primary reason for being on campus, as either a student or an employee, except as may be determined by the assistant vice president of Campus Services, at the assistant vice president's discretion, for certain class(es) of students providing services to the university. An individual is authorized to purchase only one permit, with the exception of a motorcycle permit, and may only use and display one permit at any time. A hangtag parking permit is transferable to any passenger vehicle being operated by or for the transportation of the permit holder or his /her registered carpool. Ownership of all permits remains with the university and is not transferable.

Each academic year, each member of a Campus Services approved carpool, excluding the permit holder, will be issued five (5) daily scratch-off permits valid for the space type of the carpool permit ("A" for faculty/staff or "C" for commuter students) in the event that a carpool member needs to drive to campus instead of riding with the registered carpool.

Bicycles operated or possessed on campus are expected to have a valid permit affixed and must be parked at a bike rack and in operable condition. Bicycle permits are offered at no charge.

The assistant vice president of Campus Services may issue special permits for events to the host department. Parking areas are subject to closure by the assistant vice president of Campus Services for special events, construction or other special circumstances. The assistant vice president of Campus Services may establish fees for special circumstance parking, including event parking.

Note: Prices are available in the Parking Fees Table – Appendix A

### 2. Classes of Permits and Eligibility

#### A. Employee Permits

**Class "E"** – Executive Officer Permits

Eligibility: Executive Officers of the university

Where: Valid in any space on university property, except Disabled spaces unless a State disabled placard or license plate is displayed.

**Class “EX” / “ET” / “EB” - Employee Garage Permits**

Eligibility: UTSA Employees

Where: Valid for parking in unmarked parking spaces in the specified parking garage and the DTC garages; surface A, B, or Commuter spaces; and “Reserved” spaces in Resident Lot 2, Resident Lot 4, Business Services Annex Lot, Center for Archeological Research Lot, Central Receiving Warehouse Lot and the Science Research Laboratories Lot. Not valid for parking in specifically marked university service spaces, or disabled spaces unless a State disabled placard or license plate is displayed.

**Class “EXR” / “ETR” / “EBR” - Employee Reserved Garage Permits**

Eligibility: UTSA Employees

Where: Valid for parking in specially marked and unmarked parking spaces in the specified parking garage and the DTC garages; surface A, B, or Commuter spaces; and “Reserved” spaces in Resident Lot 2, Resident Lot 4, Business Services Annex Lot, Center for Archeological Research Lot, Central Receiving Warehouse Lot and the Science Research Laboratories Lot. Not valid for parking in specifically marked university service spaces, or disabled spaces unless a State disabled placard or license plate is displayed.

**Class “XN” / “BN” / “TN” – Garage Evening Permits**

Eligibility: UTSA Employees

Where: Valid for parking in permit spaces of the specified parking garage and DTC garage from 4:30 pm to 6 am weekdays and all day weekends. Not valid for parking in any other parking space on campus.

**Class “R” - Employee Reserved Surface Permit**

Eligibility: UTSA Employees

Where: Valid for parking in the surface Reserved and the following surface spaces: Employee Class “A” and “B” surface spaces, and Student Commuter surface spaces.

**Class “A” - Employee “A” Surface Permit**

Eligibility: UTSA Employees

Where: Valid for parking in the Employee "A" surface spaces on campus, and may be used in the Employee "B" spaces or Commuter Student surface spaces.

**Class “B” - Employee “B” Surface Permit**

Eligibility: UTSA Employees

Where: Valid for parking in the Employee “B” surface spaces on campus. May be used in Employee “A” spaces from 4:30 pm to 7:00 am weekdays and all day on weekends or Commuter Student surface spaces anytime.



**Note:** Graduate students with an appointment of 19 or more hours as a Graduate Research Assistant or Graduate Teaching Assistant may purchase an Employee Class “B” permit.

**Class “ED”** – Employee Dolorosa Surface Permit

Eligibility: UTSA Employees

Where: Valid for parking in Reserved spaces in the Dolorosa Lot and the following surface spaces: Employee Class “Reserved”, “A” and “B” surface spaces, and Student Commuter surface spaces.

**Class “M”** – Motorcycle Parking Permit

Eligibility: UTSA Employees and Students

Where: Valid for parking in spaces denoted for motorcycle parking. Not valid for parking in garages on any UTSA campus.

**Class “Y”** – Departmental Class “A” Daily Visitor Permit

Eligibility: UTSA employees and departments (not for student use)

Price: \$7 each (minimum purchase of 5 permits) paid solely with departmental funds through an IDT

Where: Valid for parking in the Employee Class "A" surface spaces on campus and may be used in Employee Class "B" spaces or Commuter Student surface spaces.

**Class “F”** – Employee Class “B” Daily Surface Permit

Eligibility: UTSA Faculty and Staff

Where: Valid for parking in the Employee Class "B" surface spaces on campus. May be used in Employee Class "A" spaces from 4:30 pm to 7:00 am weekdays and all day on weekends or Commuter Student surface spaces anytime.

## **B. Student Permits**

**Class “ST”** - Student Tobin Ave Garage Permits

Eligibility: UTSA students

Where: Valid for parking in the unmarked spaces in the Tobin Ave and DTC parking garages or Commuter Student surface spaces. Class “ST” permits may be used in Employee Class “B” spaces from 4:30 pm to 7:00 am weekdays and anytime on weekends.

**Class “STR”** - Student Tobin Ave Reserved Garage Permits

Eligibility: UTSA students

Where: Valid for parking in specially marked and unmarked spaces in the Tobin Ave and DTC parking garages or Commuter Student surface spaces. Class “STR” permits may be used in Employee Class “B” spaces from 4:30 pm to 7:00 am weekdays and anytime on weekends.

**Class “SX”** – Student Ximenes Ave Garage Permits

Eligibility: UTSA students

Where: Valid for parking in the unmarked spaces in the Ximenes Ave and Downtown Campus (DTC) parking garages or Commuter Student surface spaces. Class “SX” permits may be used in Employee Class “B” spaces from 4:30 pm to 7:00 am weekdays and anytime on weekends.

**Class “SXR”** – Student Ximenes Ave Reserved Garage Permits

Eligibility: UTSA students

Where: Valid for parking in specially marked and unmarked spaces in the Ximenes Ave and Downtown Campus (DTC) parking garages or Commuter Student surface spaces. Class “SXR” permits may be used in Employee Class “B” spaces from 4:30 pm to 7:00 am weekdays and anytime on weekends.

**Class “SB”** – Student Bauerle Rd Garage Permits

Eligibility: UTSA students

Where: Valid for parking in the unmarked spaces in the Bauerle Rd and DTC parking garages or Commuter Student surface spaces. Class “SB” permits may be used in Employee Class “B” spaces from 4:30 pm to 7 am weekdays and anytime on weekends.

**Class “SBR”** – Student Bauerle Rd Reserved Garage Permits

Eligibility: UTSA students

Where: Valid for parking in specially marked and unmarked spaces in the Bauerle Rd and DTC parking garages or Commuter Student surface spaces. Class “SBR” permits may be used in Employee Class “B” spaces from 4:30 pm to 7 am weekdays and anytime on weekends.

**Class “H”** - Resident Housing Student Permits

Eligibility: UTSA students with a valid UTSA Chaparral Village, Laurel Village, Chisholm Hall, Alvarez Hall or Guadalupe Hall housing application

Where: Valid for parking in the unmarked spaces in Lots R1, R2, R3, and R4, R5, unmarked Commuter Student surface spaces and in the Commuter Student surface spaces at the Downtown campus anytime. Class "H" permits may be used in the Employee Class "B" spaces from 4:30 pm to 7:00 am weekdays and anytime on weekends.

**Class "U"** - Resident Housing Student Permit (University Oaks)

Eligibility: UTSA Students with a valid University Oaks housing application

Where: Valid for parking in those unmarked spaces in the University Oaks, unmarked Commuter Student spaces, and in the Commuter Student surface spaces at the Downtown campus. Class "U" permits may be used in the Employee Class "B" spaces from 4:30 pm to 7:00 am weekdays and anytime on weekends.

**Class "RT"** – Resident Tobin Ave Garage

Eligibility: UTSA Students with a confirmed Chaparral Village, Laurel Village, San Saba Hall, Chisholm Hall, or Guadalupe Hall housing application.

Where: Valid for parking in the unmarked spaces located in the Tobin Ave Garage, the unmarked spaces of the DTC Garage and Commuter Student surface spaces at the Downtown Campus. Class "RT" permits may be used in Commuter Student surface spaces (Main Campus) and the Employee Class "B" spaces from 4:30 pm to 7:00 am weekdays and anytime on weekends.

**Class "C"** - Commuter Student Surface Permit

Eligibility: UTSA students not living in University Housing

Where: Valid for parking in Commuter Student surface spaces on campus. Class "C" permits may be used in Employee Class "B" spaces from 4:30 pm to 7:00 am weekdays and anytime on weekends.

**Class "SD"** – Student Dolorosa Surface Permit

Eligibility: UTSA students

Where: Valid for parking in Reserved spaces in the Dolorosa Lot and Student Commuter surface spaces. Class "SD" permits may be used in Employee Class "B" spaces from 4:30 pm to 7:00 am weekdays and anytime on weekends.

**Class "Z"** - Commuter Student Surface Evening Permit

Eligibility: UTSA students not living in University Housing

Where: Valid for parking in Commuter Student surface spaces on campus from 4:30 pm to 7:00 am weekdays and all day weekends. Class "Z" permits are not valid for parking in Employee Class "B" spaces anytime.

**Class "XN" / "BN" / "TN"** – Garage Evening Permits

Eligibility: UTSA students not living in University Housing

Where: Valid for parking in the unmarked spaces in the specified parking garage and the Downtown Campus (DTC) garages from 4:30 pm – 7:00 am weekdays and all day weekends. Not valid for parking in any other parking space on campus.

**Class "M"** – Motorcycle Parking Permit

Eligibility: UTSA students

Resident Housing student permit.

Where: Valid for parking in spaces denoted for motorcycle parking. Not valid for parking in garages on any UTSA campus.

**Class “S” - Commuter Student Daily Surface Permit**

Eligibility: UTSA students not living in University Housing

Where: Valid for parking in Commuter Student surface spaces on campus; may be used in Employee Class “B” spaces from 4:30 pm to 7 am weekdays and anytime on weekends.

**Class “K” - Resident Housing Student Daily Surface Permit**

Eligibility: UTSA Students with a confirmed UTSA Chaparral Village, Laurel Village, Chisholm Hall, Alvarez Hall or Guadalupe Hall housing application.

Where: Valid for parking in unmarked spaces in Resident Lot 1, Resident Lot 2, Resident Lot 3, Resident Lot 4, marked Resident spaces in the Barshop Rd Lot, and in the Commuter Student surface spaces at the Downtown campus; may be used in Commuter Student surface and Employee Class “B” spaces from 4:30 pm to 7 am weekdays and anytime on weekends.

**Class “J” – University Oaks Resident Daily Surface Permit**

Eligibility: UTSA students with a valid University Oaks housing application

Where: Valid for parking in the unmarked spaces at University Oaks and in Commuter Student surface spaces at the Downtown campus; may be used in the Commuter Student surface spaces and the Employee Class "B" spaces from 4:30 pm to 7:00 am weekdays and anytime on weekends.

### **C. Retiree Permits**

**Emeriti Faculty** will receive an Employee "A" permit at no charge.

**Retired Faculty/Staff:**

- with no appointment will receive an Employee “B” permit at no charge
- non-emeriti retirees with an appointment with compensation may purchase an Employee permit for the rate associated with the permit desired.
- The value of the no-charge permit received cannot be applied to future permit upgrades and is not refund eligible.

### **D. Garage Permits**

Permits are required for garage parking at all times, unless the vehicle is parked in a short-term paid parking space.

### **E. Other Permits**

**Class “W” – Recreation Center Permit**

Eligibility: Any Recreation Wellness member, provided the member is not a registered student or employee of the university. As applicable, the university affiliated spouse of the member must purchase a valid Employee, Student, or Alumni permit.

Where: Valid for parking in Commuter Student surface spaces in Brackenridge Rd Lot 2 and Barshop Rd Lot when using the Recreation Wellness Center or intramural fields.

**Class “N” - Alumni Parking Permit**

Eligibility: UTSA Alumni Members provided the alumnus is not a registered student or employee of the university

Where: Valid for parking in Commuter Student surface spaces only when visiting, attending events, or conducting business on university property.

**Class “CV” – Contractor/Vendor Parking Permit**

Eligibility: Any non-affiliated vendor, salesperson, technical representative, other service personnel (such as copier repairers), or university Advisory Council Member (Non-Affiliated). Students, faculty and staff are not eligible for vendor/service permits.

Where: Valid for parking in Employee B surface spaces when conducting university business.

**Class “V” – Visitor Parking Permit**

Eligibility: Official Visitors or any department or organization requiring parking privileges for groups of visitors

Price: varies

Where: Valid for parking in class of space designated on the permit.

**Class “BK” – Bicycle Permit**

Eligibility: Any affiliate of the university

Price: no charge

Where: Valid for parking bicycles at bicycle racks.

**Department Permits –Departmental Parking Permit**

Eligibility: University Departments

Price: varies according to permit type purchased

Intent: give mobility and flexibility to the using department to move around campus

Where: Valid for parking in the class of space designated on the permit for the expressed purpose of conducting official University Business. This permit may not be assigned to an individual and used in lieu of a regular parking permit.

**Service Vehicle Permits – University Vehicle Permits**

Eligibility: University Departments

Price: no charge

Intent: provides Campus Services the ability to identify UTSA vehicles

Where: Valid for parking in university vehicle spaces.

### **3. Display of Permits**

A permit must be displayed in accordance with instructions furnished on the permit. Each academic year, a UTSA permit holder will be allowed three warnings for parking a vehicle previously registered in Campus Services records in an authorized area without displaying the permit.

### **4. Surrender or Removal of Permits**

1. Termination of Relationship with UTSA: A permit holder shall return their permit to Campus Services for an upgrade/downgrade/exchange/return when the permit holder is no longer eligible for the issued permit. Permit holders are responsible for the permit fee for any permit not returned to Campus Services.
2. Permit holders are required to remove and surrender their permit:
  - a. In the case of a decal permit when there is a change in ownership of the vehicle
  - b. When a replacement permit has been issued
  - c. Upon revocation of the permit

### **5. Expiration of Permits**

Permits expire on the date listed on the face of the permit.

### **6. Payment of Permit Fees**

When an application is made for a permit, the fee charged will be for the entire permit period or for the entire unexpired portion of the permit period. [See Appendix A: Parking Fees Table](#) for specific permit fees. Permits may be purchased with the following payment methods:

- A. Payroll deduction (for eligible employees only)
- B. American Express, MasterCard, Visa, or Discover through [MyParking](#)
- C. Checks or money orders (made payable to: The University of Texas at San Antonio)
- D. United States currency

### **7. Lost/Stolen Permits**

A permit holder shall immediately report to Campus Services any lost/stolen permit and complete the associated report. Lost/stolen permits may be replaced for a fee of \$10. Any permit recovered after such a report has been filed must be returned to Campus Services immediately. Use of a permit that has been reported as lost/stolen is subject to fines and penalties as described in these regulations.

## 8. Permit Refunds

When a valid permit is returned any refund due will be prorated based on the number of full months of parking privileges remaining.

- A. All refund requests must be accompanied by the permit, permit remnants showing the permit number, or a lost/stolen permit report.
- B. Refund requests will be honored only if the person's parking and driving privileges have not been suspended and there are no outstanding charges or other debts remain unpaid.
- C. No refunds will be issued on or after **March 1** for any permit purchased, except for those permits purchased for one of the summer sessions, if returned within two weeks of purchase.

## 9. Exchange of Permits

Permits may be exchanged for an alternate permit for which the customer is eligible for, on a space-available basis, by exchanging the original permit and paying the pro-rated difference in cost (if applicable).

## 10. Permit Misuse

Misuse of any permit shall result in confiscation of the permit, and no permit shall be issued to that individual for at least one year thereafter. Campus Services is authorized to suspend campus parking and driving privileges on university property for any person whose vehicle is cited for displaying a lost, altered, fraudulent, fictitious or stolen parking permit, or any UTSA parking permit not issued in accordance with these regulations. Students will be referred to the Office of Student Judicial Affairs and Faculty/Staff will have the matter forwarded to the appropriate Dean, Director, or Department Head for disciplinary action. Violators who are found in possession of a lost, altered, fraudulent, fictitious or stolen parking permit shall also pay the annual cost of the permit type they fraudulently used.

## 11. UT Health San Antonio Permits

1. Vehicles bearing the UT Health San Antonio parking permits listed below may park on UTSA campuses as indicated. All others may park in short-term parking spaces at the hourly rate.
2. Parking Permit Reciprocity for UT Health San Antonio Parking Permits:
  - a. Zones I and II permits are valid for parking in UTSA Employee A spaces.
  - b. Zones III and IV permits are valid for parking in UTSA Employee B spaces (no park up privileges).
  - c. Zone V-VI permits are valid for parking in UTSA Commuter surface spaces (no park up privileges).
  - d. Motorcycle permits may park in designated motorcycle parking spaces.

3. Parking in surface disabled parking spaces requires an appropriate state-issued placard or plates and a valid Zone I-VI permit. Disabled parking spaces are available in parking garages at the posted hourly rate.
4. Reciprocity will not be honored for students enrolled at both institutions. When enrolled at both institutions, permits must be purchased for each campus.
5. When parking at the campus offering reciprocity, the permit holder agrees to abide by the parking rules and regulations of the campus as if the permit holder had purchased a parking permit from that institution.



## SECTION VI: ENFORCEMENT

### 1. Parking and Traffic Citations

- A. **Issuance:** Any person violating these regulations may receive a citation.
- B. **Campus Services Authority:** University Parking Assistants are authorized to write university parking citations.
- C. **UTSAPD Authority:** UTSAPD officers are authorized to issue university citations and court appearance citations for violation of these regulations. It is the general policy of the university to issue court appearance citations only for moving violations and for any violation when the individual's driving or parking privileges have been suspended, although UTSAPD may issue a court appearance for any appropriate violation.

### 2. Failure to Discharge Court Appearance Citations

Failure to discharge a court appearance citation may result in the issuance of an arrest warrant.

### 3. University Citations

University citations are issued for offenses listed in Section VII: Driving and Parking Offenses. Any person receiving a university citation must remit the amount of the charge or submit an appeal to Campus Services within 14 days after issuance of the citation. Any towing, booting, and/or storage fees for removal of an impounded or immobilized vehicle or bicycle must be paid regardless of whether an appeal has been submitted.

### 4. Appeals from University Citations

Any person issued a university citation may appeal the citation to the university's designated Appeals Officer by completing the appropriate Campus Services form and submitting it to Campus Services within fourteen (14) calendar days after the issuance of the citation. Payment of the citation at any time prior to submitting the first level appeal or issuance of the determination of the Appeals Officer will result in forfeiture of the responsible party's right to appeal. Boot Administrative citations and towing or storage fees are not eligible for appeal. The responsible party must file the appeal. Appeals submitted by UTSA departments on behalf of their guests or anyone using a departmental parking permit will not be accepted.

### 5. Initial Review of Appeal

When a citation is appealed the appeal is considered by the Appeals Officer within Campus Services. The appellant may request an in-person appearance by appointment only by submitting an appeal form. The Appeals Officer shall review all appeals within 15 working days of receipt of the appeal or in-person appearance. Appeal results may take longer during unusually busy periods, such as the start of the fall semester. Approval will be sought from the Office of the Vice President for Business Affairs if additional time is needed to review appeals.

## **6. Appeals Panel**

Any person aggrieved by the decision of the Appeals Officer may appeal the decision of the Appeals Officer. Any such appeal will be heard by the university's Parking Appeals Panel and will be "on the record." That is, the appellant will not have the opportunity to appear in person. An appeal of the Appeals Officer's decision must be submitted within 14 days after the date the Appeals Officer renders a decision and must be accompanied by payment of the fine. If payment is not included the appeal will not be reviewed. The amount of the citation will be refunded if the Panel finds in favor of the appellant. The Panel will make reasonable efforts to review the written appeal within 45 days after the appeal has been submitted. **The decision of the Appeals Panel is final.**

## **7. Failure to Pay Citation Charges**

Failure to pay or appeal the citation within 14 calendar days of citation issuance or decision of Appeals Officer will result in a \$10 late fee per citation. Unpaid citations can result in student financial holds preventing students from receiving grades, refunds, official transcripts, or graduating. Ten (10) or more violations within one academic year may result in suspension of driving and parking privileges on campus and/or disciplinary action.

## **8. Vehicle Immobilization or Impoundment**

Campus Services or UTSAPD may immobilize (boot) or impound (tow/relocate to a storage area) the vehicle of any person who accumulates four (4) or more unpaid parking or traffic citations and/or charges of \$200 or more, has any outstanding citation over one (1) calendar year past due, or who is in possession of a lost, altered, fraudulent, fictitious or stolen parking permit. All outstanding citations must be paid in full prior to the release of the vehicle. Vehicles may also be booted for other violations of these regulations or State law in the discretion of UTSAPD. The university is not responsible for any damage to the vehicle during booting, towing, relocation, or storage. After notice has been posted on the vehicle, vehicles booted for longer than 36 hours may be impounded (towed to a storage area), the owner and operator are severally responsible for any booting, towing, or storage fees.

## **9. Suspension of Privileges**

Driving and parking privileges may be suspended by Campus Services, UTSAPD or the Office of Student Conduct and Community Standards if the violator has displayed a lost, altered, fraudulent, fictitious or stolen parking permit or other flagrant violations of these regulations. The loss of the privilege of driving or parking a vehicle on campus shall commence immediately following notification of suspension. Such notification shall state the term of the suspension and consequences for violation of the stated terms. The violations of the suspension shall be reported to the Office of Student Conduct and Community Standards 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.

1. 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 their

suspension, the period of suspension may be extended and a referral to the appropriate university office may be made for further university disciplinary action.

2. Suspensions may be appealed to the assistant vice president of Campus Services, or their designee, within fourteen (14) calendar days on the grounds that the imposition of such suspension is improper or will create serious and substantial hardship. 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 Campus Services. During the appeals period the suspension remains in effect.
3. A person receiving notice that their privilege of driving or parking university property has been suspended shall return, without refund, the remnants of the permit issued (or the entire hanging permit) to Campus Services within fourteen (14) days after date of such notice.

## **10. Collections**

Any charge not paid when due may be forwarded to an outside collection agency or an attorney for collection. The offender will be responsible for paying all costs of collection, including any agency fees and/or reasonable attorney's fees, which will be added to the total amount due.

## **11. No Excuse**

The absence of sufficient parking spaces on the university campus is not justification for violation of these regulations. Failure to enforce any regulation shall not constitute a waiver of the university's authority to enforce these regulations. Other improperly parked vehicles do not constitute an excuse for improper parking.

Permit holders are responsible for all fees and fines issued to a vehicle displaying a parking permit issued to the permit holder or a vehicle registered to the permit holder or a member of the permit holder's family. Use of the parking permit evidences that the permit holder agrees to abide by these regulations.

## SECTION VII: DRIVING & PARKING OFFENSES

### 1. Moving Traffic Violations (Code 1000)

<b>ENFORCEMENT FEE:</b> \$40 first violation, \$65 second violation; \$80 third violation; \$95 fourth and subsequent violations occurring within one academic year, unless otherwise indicated below AND/OR suspension/cancellation of parking privileges.	
Code	Violation Description
1001	No seat belt driver and/or front passenger
1002	No driver's license
1003	Displaying expired vehicle registration
1004	Displaying expired Inspection Certificate
1005	No Inspection Certificate
1006	Not displaying or improperly displaying license plate(s)
1007	Driving on sidewalks, walkways, or over curbs or lawns
1008	Operating a vehicle the wrong way on a one-way street
1009	Exceeding posted speed limit. (\$75.00 first offense, \$100.00 second offense, \$110.00 third offense, \$125.00 subsequent offense)
1010	Exceeding posted speed limit by 15 or more miles per hour (\$100.00 first offense, \$150.00 subsequent offense)
1011	Failure to observe temporary traffic restrictions
1012	Failure of one vehicle to yield right-of-way to another vehicle
1013	Improper backing of vehicle
1014	Avoiding traffic control device
1015	Disturbance with motor vehicle
1016	Littering
1017	Improper turn
1018	Failure to comply with any lawful order or direction of any police officer
1019	Failure to yield right-of-way to pedestrians in crosswalks
1020	Failure to apply parking brake
1021	Other moving violations of the Texas Motor Vehicle Laws
1022	Failure to maintain proof of liability insurance
1023	Failure to stop, or disregarding stop sign
1024	Wrong, fictitious, or unclean license plate
1025	Using a hand held mobile device while operating a motor vehicle (\$75.00 first offense, \$100.00 second offense, \$110.00 third offense, \$125.00 subsequent offense)

## 2. General Campus Parking Violations (Code 2000)

Code	Violation Description	Fine
2001	Parking in disabled area without a valid disabled placard or plates	\$250
2002	Displaying a fraudulent or fictitious parking permit	\$100
2003	Obtaining a parking permit through fraud or false pretenses	\$100
2004	Displaying a parking permit which has been canceled, revoked, reported lost or stolen	\$100
2006	Administrative fee for the installation of an immobilization device	\$75
2007	Administrative fee attempted or unauthorized removal of an immobilization device	\$250
2008	Operating or parking a vehicle on university property while barred	\$100
2009	Parking without a valid permit	\$100

## 3. Basic Parking Violations (Code 3000)

Code	Violation Description	Fine
3001	Parking without proper permit not otherwise specified	\$50
3002	Parking beyond barricades	\$50
3003	Parking by a fire hydrant	\$50
3004	Parking where prohibited by signs or markings	\$50
3005	Blocking a crosswalk or sidewalk	\$50
3006	Parking anywhere other than a designated parking space	\$50
3007	Blocking a driving lane	\$50
3008	Other non-moving violations of the Texas Motor Vehicle Laws	\$50
3009	Displaying a parking citation previously issued	\$50
3010	Willful avoidance of garage control mechanisms	\$250

## 4. Minor Parking Violations (Code 4000)

Code	Violation Description	Fine
4001	Other violations of the university Parking and Traffic Regulations	\$25
4002	Improperly parking or storing bicycle	\$25
4004	Parking in loading or other restricted zones without authorization or in excess of posted time limits	\$25
4005	Failure to properly display or affix parking permit	\$25
4006	Parking on or along a curb not designated for parking	\$25
4007	Expired meter	\$25
4009	Failure to park within the lines of a designated space	\$25
4010	Parked on university property over 24 hours without authorization	\$25
4011	Parking against the flow of traffic	\$25
4013	Parking in a controlled access garage without payment	\$25

## APPENDIX A: PARKING FEES TABLE

2022-2023 UTSA Parking Permits		
Permit Rate Chart		
<b>Faculty and Staff</b>		
Permit Type	Description	Annual
E	Executive	\$ 1,184
EX / ET / EB	Employee Garage	\$ 884
EXR / ETR / EBR	Employee Reserved Garage	\$ 1,084
XN / BN / TN	Garage Evening Permits	\$ 276
R	Employee "Reserved"	\$ 745
ED	Employee Dolorosa	\$ 1,200
A	Employee "A"	\$ 389
B	Employee "B"	\$ 209
M	Motorcycle Permit ‡	\$ 73
<b>Student</b>		
ST	Student Tobin Ave Garage	\$ 863
SX	Student Ximenes Ave Garage	\$ 863
SB	Student Bauerle Rd Garage	\$ 863
STR / SXR / SBR	Student Reserved Garage	\$ 1,063
RT	Resident Tobin Ave Garage	\$ 863
H / U	Resident Housing Permit	\$ 290
C	Commuter Student Permit	\$ 173
SD	Student Dolorosa Permit	\$ 1,200
Z	Twilight Permit	\$ 84
XN / BN / TN	Garage Evening Permits	\$ 269
M	Motorcycle Permit ‡	\$ 72
<b>Miscellaneous</b>		
N	Alumni Permit	\$ 50
CV	Contractor/Vendor Permit	\$ 209
W	Recreation Center Permit	\$ 84
<b>Daily Surface Permits *</b>		
	One (1) Day	\$ 7
<b>Short-Term Paid Parking</b>		
	One (1) Hour	\$ 2.50

\* UTSA Faculty, Staff, Student, or Department purchase only

‡ "M" permits are available \$36 with purchase of a UTSA permit, except a Resident Housing student permit