

## **I. POLICY STATEMENT**

- A. Texas Criminal and Motor Vehicle laws, in addition to the University Traffic and Parking Regulations, are in effect on St. Edward's University property 24 hours a day. Strict adherence to all regulations is required to protect pedestrians and vehicles, and to provide access for emergency vehicles. The University Police Department has jurisdiction to enforce the regulations with the right to remove or impound any vehicle operated or parked in violation of the regulations. The owner of the vehicle will be required to pay the cost of moving and storing of the vehicle. The Chief of Police has discretionary powers to enforce a policy of traffic control on the campus when not specifically covered by these regulations.
- B. The responsibility for obtaining knowledge of all laws and regulations in force rests with the motor vehicle operator. The fact that a violation notice is not issued when a vehicle is illegally parked does not mean or imply that the regulation or law is no longer in effect.
- C. These regulations apply to all vehicles operated on campus. The term campus is interpreted to include all property at Austin, Texas, under the jurisdiction of St. Edward's University. The term vehicle or motor vehicle is interpreted to include automobiles, trucks, motorcycles, motorbikes, scooters and mopeds. Visitors are considered to be persons other than students, staff and faculty who occasionally visit the campus for pleasure, conferences or business. Visitor parking spaces are designated by signs and require no permit for two hours or less. Extended visitor parking passes may be issued by the appropriate dean or director of that facility. Extended visitor passes may also be picked up at the University Police Department. Visitor parking at the Library has a two-hour limit, except when issued a permit by the Library for an extended period.
- D. Each owner is expected to safeguard his/her property. The university assumes no responsibility for personal property loss.
- E. Loading and unloading zones are designated by signs and available to use for 15 minutes or less.

## **II. REGISTRATION OF VEHICLES**

- A. All vehicles operated or parked on the campus at any time by students, faculty and staff must be registered with the permit properly displayed. Registration in itself does not guarantee a parking space and does not ensure that parking will be available near the place where one works, resides or attends class. The responsibility of finding a legal parking space rests with the vehicle operator. Lack of space is not a valid excuse for violating any parking regulations. Faculty permits will be issued to faculty members holding appointments for the current academic year. General parking permits will be issued to employees and to commuter students. Resident student permits will be issued to students residing in the residence halls or university apartments. The person in whose name a vehicle is registered will be held responsible for any violation of parking regulations.
- B. The "registration year" for students and faculty extends for one year beginning the first day of the fall semester. Staff extends for one year beginning Aug. 1.
- C. Only one vehicle may be registered for any one individual. Exceptions to this rule must be approved by the Chief of Police. When an exception is granted, there is an expectation that only one of the registered vehicles will be parked on campus at any given time. Each vehicle must be separately registered and the applicable fee paid.
- D. Temporary parking permits are issued at no cost. These must be displayed when using a temporary vehicle, driving a new vehicle with temporary license plates and other similar circumstances. The temporary permit allows the user to park in their normally assigned area.
- E. Faculty, staff, commuter students and students residing on campus will be issued one interior hanging permit. Motorcycles must have the permit permanently affixed to an area near the rear license plate and readily visible.
- F. Registered vehicles must be covered with minimal motor vehicle liability insurance required by the State of Texas.

### III. MOTOR VEHICLE REGISTRATION FEES

#### Annual Parking Permit Fees (2009–2010)

Students, Faculty, Staff	\$175
Adjunct Faculty	\$20
Phased Retirement (Faculty Only)	\$87.50

#### Pro-rated for Students:

Student Fall Rate (Dec. Graduates Only)	\$105
Student Spring Rate (New Students Only)	\$105
Student Summer Rate	\$25

### IV. OPERATION OF MOTOR VEHICLE

- A. The maximum permissible speed on all campus streets is 20 mph, except in those areas where the limits are specifically designated otherwise. Speed in all parking lots shall not exceed 15 mph.
- B. Pedestrians have the legal right of way in all crosswalks. A motor vehicle operator observing any pedestrian in a crosswalk shall yield the right of way to the pedestrian.
- C. A motor vehicle operator shall not back his/her vehicle into or through any intersection.
- D. A motor vehicle shall not be operated on any sidewalk, mall, plaza or lawn, except university-owned vehicles or approved contractors performing assigned functions.
- E. A motor vehicle operator shall not operate his/her vehicle while any person is sitting on, holding onto or otherwise positioned on the outside of the vehicle.
- F. Vehicle repairs and oil changes may not be done on the grounds, in parking lots or on the streets of campus.

### V. PARKING OF VEHICLES

- A. Students, faculty and staff shall not park in any space or area designated for visitors.
- B. The vehicle shall be parked so that the entire vehicle is within the limits of the marked parking space.
- C. Drivers shall not park their vehicles in any place that will obstruct the normal flow of traffic. It is a violation of these regulations to park in the following manner and places at any time. Any vehicle so parked is subject to removal at the owner's expense:
  - 1. On any sidewalk, mall, plaza or lawn.
  - 2. In any place designated as a loading or drop-off zone.
  - 3. In front of or on any service drive or driveways.
  - 4. Beyond the outside ends of marked rows of spaces in parking areas.
  - 5. In front of movable barriers.
  - 6. In any place marked No Parking or Fire Zone.
  - 7. In any area other than assigned by issued permit.
- D. Parking at the curb on any street or parking lot is prohibited.
- E. No trailer shall be parked on the streets or in other than designated parking areas.
- F. The parking on the campus of inoperable vehicles or vehicles purchased for resale or trade is prohibited.
- G. Motorcycles and scooters shall be parked in designated areas — not on sidewalks, malls or plazas.
- H. Spaces designated for disabled persons can be used only by vehicles displaying an appropriate government issued permit and occupied by the disabled person to whom the permit is issued. These spaces are protected at all times. Vehicles illegally parked in such spaces may be towed, at the owner's expense.
- I. Vehicles parked in fire lanes, obstructing traffic or blocking loading zones or dumpsters may be towed at the owner's expense.
- J. When loading or unloading heavy or bulky items, a note shall be placed on the dash of the driver's side, signed by the driver, stating the situation (loading or unloading) and time of day. A maximum of 15 minutes will be granted for parking in these instances. However, the vehicle must be parked in a parking space or loading zone and must be removed immediately upon completion of the loading/unloading operation. This procedure does not convey the right to park in a space designed for a disabled person or in a No Parking or Fire Zone.
- K. Students residing on campus may park only in those areas designated for residential parking or in lots allowing all permits.

