

Texas A&M University-Commerce
Traffic and Parking
Rules and Regulations

Amended 1970, 1971, 1972, 1973, 1974, 1978, 1981, 1982, 1986, 1992, 1996, 1997, 1999, 2000, 2001, 2002, 2003, 2004, 2006, 2009, 2011, 2019

Introduction

The control of traffic and parking on campus is a necessary part of the efficient operation of the University. All members of the university community are urged to familiarize themselves with these regulations and cooperate in respecting them.

University Police Department
Bryan Vaughn, Chief

Article I. Authority

The Texas Higher Education Code Subchapter E, paragraph 51.201-51.211.

Article II. State Laws, City Ordinances and University Rules and Regulations

All State laws, city ordinances, and University rules and regulations (adopted by the Board of Regents) are applicable and may be enforced on university premises and referral may be made to the appropriate court of jurisdiction.

Article III. Vehicle Registration

Section A. All vehicles, as defined by state laws, operated on University premises must be registered with the University and a current permit must be visibly displayed.

Section B. The University may not issue a permit to a student for driving or parking a motor vehicle on university property if that student fails to register the vehicle in this state if the owner of the vehicle resides in this state. Students may violate state law if not in compliance. (Texas Education Code 51.207)

Section C. The person who owns or registers a vehicle on campus is responsible for that vehicle and all parking violation citations issued thereto.

Section D. The operation of motor vehicles on the premises of Texas A&M University-Commerce will be restricted to campus drives and parking lots unless special permission is granted by the University Police Department of Texas A&M University-Commerce for a specific purpose.

Section E. Reinstatement Fees – Citations received for any violation stated herein could result in loss of driving privileges on the premises of A&M-Commerce unless reinstatement fees are paid within five days excluding proper appeal board procedures.

Section F. Registration Year – One calendar year beginning with September 1 the fall semester through August 31 of the following summer.

Section G. Vehicles may be registered during regular class registration or during pre-registration, online through *MyLeo* or at Student Account windows on the Commerce campus (BA building or One Stop Shop).

Article IV. Types of Permits

Section A. Blue (B) permits are issued to full-time faculty, staff, and contractors for their use exclusively. Registrants may not register another person's vehicle.

Section B. Purple (F) permits are issued to the residents of F-Buildings for their use exclusively. Residents may not register another student's vehicle.

Section C. White permits with identifiable letters and numbers are issued to disabled persons (D) and to frequent visitors to the campus (V).

Section D. Brown (N) permits with identifiable numbers and letters are issued to residents of New Pride Apartment for their use exclusively. Residents may not register another student's vehicle.

Section E. Silver (P) Permits with identifiable numbers and letters are issued to residents of Prairie Crossing apartments for their use exclusively. Residents may not register another student's vehicle.

Section F. Green (G) permits are issued to students not listed in Sections A through E above.

Section G. Identifiable white or blue permits are issued to full time contractual employees, directors of religious organizations, construction employees, and others as determined by the Chief of the University Police Department (designee).

Section H. Special Permits – The A&M-Commerce University Police Department reserves the right to issue special permits to individuals who have a need to operate or park a motor vehicle in a given area. The special permits will be issued only on direction of the Chief of the University Police Department (designee).

Section I. Temporary permits:

1. Temporary disabled person.
2. Temporary visitor.
3. Other short term or special situation.

Temporary permits are to be displayed hanging on the rear view mirror with the permit number side facing outward.

Section J. All the above permits become void on the effective date of any status change of the individual, provided the new status is not eligible for the original type of permit issued.

Article V. Visitor's Permit

A visitor shall be defined as one who has **no affiliation, association or relationship** with A&M-Commerce as a student, faculty member, staff member or employee or as determined by the Chief of the University Police Department.

Section A. Visitors are required to register the motor vehicle that is to be operated on the premises of A&M-Commerce. Visitors must obey the traffic and parking regulations as a condition to remain on the premises of A&M-Commerce. Visitors may not register a vehicle for use by employees or students of the university.

1. Temporary Visitor Permits are issued on a temporary basis and expire at 12 midnight on the date stated on the permit.
2. Permanent Visitor Permits are issued on a permanent basis and are in force for the remainder of the registration year.
3. Violations for not displaying a current parking permit will be waived for any person who is a visitor as described above. Any other violations will need to be taken care of as outlined in the rules and regulations.

Section B. Seminars and Meetings – Department heads may request visitor permits for a specific event from the Financial Services Office and dispense the visitor permits to persons involved in short term visits to the University on a case-by-case basis. A list should be forwarded to the University Bursar showing the name of the event, estimated attendance, license plate numbers, and inclusive dates at least ten days prior to the beginning of the short term visit. This information will then be forwarded to the University Chief of Police for use by that department.

Article VI. Registration Fees

Section A. A fee of \$40.00 is charged for each motor vehicle registration on an annual basis. A fee of \$41.00 may be charged for on-line registration.

Section B. A fee of \$32.00 is charged for each motor vehicle registration for the spring and summer semesters. A fee of \$33.00 may be charged for on-line registration.

Section C. A fee of \$24.00 is charged for each motor vehicle registration for the summer semester only. A fee of \$25.00 may be charged for on-line registration.

Section D. All of the above are valid through the remainder of the registration year unless otherwise specified. See Article IV, Section I.

Article VII. Display of Permit

Section A. A registration permit is properly displayed when it is clearly affixed to the vehicle windshield on the inside in a non-tinted area of the windshield.

Section B. Permits are not transferrable to a different vehicle owner. The permit must be removed when ownership of the vehicle changes.

Section C. Lost permits will be replaced at the current permit charge.

Section D. Mutilated or damaged permits will be replaced immediately upon return of the original permit.

Article VIII. Temporary Operation Permits

Section A. Persons who have motor vehicles registered and fail to bring their permit, may obtain a temporary operating permit from the Student Accounts window (BA Building or One Stop Shop) or the University Police Department after business hours.

1. The vehicle must be registered immediately upon arrival on the premises of Texas A&M University-Commerce.
2. The maximum registration period is for one week.
3. A \$1.00 charge will be made for each temporary permit issued after two (2) temporary permits have been issued for alternate vehicles during the registration year.

Section B. Persons who do not have a motor vehicle registered and want to bring a vehicle on campus for a short period of time may obtain a temporary operating permit at a charge of \$1.00 from the Student Accounts window (BA Building or One Stop Shop) or the University Police Department after business hours.

1. The vehicle must be registered immediately upon arrival on the premises of A&M-Commerce.
2. The minimum registration period is for one week. The maximum registration period is two weeks per temporary. All temporary permits expire at 12 midnight on the date stated on the permit. The maximum number of temporary permits purchased is 2 per semester. A permanent permit will then need to be purchased.

Article IX. Disabled Persons

Section A. Permits for disabled persons will be issued only to those who have obtained either a disabled parking placard, plates with the International Symbol of Access (ISA) or "DV" for disabled veterans. Both plates and placard may be obtained from the county tax assessor-collector's office in the county in which the person resides. Those with a disabled parking placard or a license plate displaying the ISA may park in any

spot designated for persons with disabilities.

Section B. Those persons issued a white disabled permit may park in any handicap parking area, to include faculty and staff areas and student areas. The current motor vehicle registration fee is assessed disabled students for the special permit and the registration is valid for the remainder of the registration year unless otherwise specified.

Section C. Those persons temporarily disabled are issued identifiable permits that allow them **parking only in student or faculty and staff areas**. The temporary disabled motor vehicle registration permits must accompany the standard motor vehicle registration permit acquired as directed under Article III of this publication. There is no charge for the temporary disabled motor vehicle registration permit. The temporary permit expires at 12 midnight on the date of expiration stated on the permit.

Section D. Temporary disabled permits will be issued only upon presentation of certification from the university medical doctor and taken to Student Account window (BA building or One Stop Shop).

Article X. Permit Assignments and Enforcement

Section A. Traffic and parking regulations are enforced 24 hours daily. The purchase or issuance of a motor vehicle registration permit does not guarantee a parking space on the premises of A&M-Commerce nor does the absence of parking space constitute a valid justification for violation of traffic and parking regulations. The mere fact that citations are not issued for any offense does not indicate that the regulations have been modified excluding that offense.

Section B. Parking areas are assigned to the various permit types as follows:

Blue (B) Permits—assigned to park in blue, purple and green areas only.

Green (G) Permits—assigned to park in green areas only. **May park in purple areas during the summer pending housing enrollment.** (See signage)

Purple (F) Permits - assigned to park in purple and green areas only.

Brown (N) Permits - assigned to park at New Pride and in green areas only.

Silver (P) Permits - assigned to park at Prairie Crossing and in green parking areas.

White Permits with D prefix - assigned to park in disabled zones.

White Permits with V prefix - assigned to park in visitor areas.

White Permits with C prefix - assigned to park in blue or green parking areas.

Section C. Numbered reserved parking stalls are for designated administrators and reserved twenty-four (24) hours a day. Their use shall not be delegated and in the absence of the administrator the stall shall remain open.

All of the above color zones areas are enforced between the hours of 7:00 a.m. and 3:00 p.m. Monday thru Friday, with the exception of F-Buildings, Prairie Crossing and New Pride which are enforced twenty-four (24) hours a day. Visitors' areas are enforced from 7:00 a.m. to 5:00 p.m. Monday thru Friday and 7:00 a.m. to 12:00 noon on Saturday. Disabled parking spaces (handicapped parking) and fire zones are enforced twenty-four (24) hours a day, seven days a week. There is no Saturday zone restrictions (blue, green or times zones) during the summer term as long as the vehicle has a current permit.

Note: Parking signs, barricades or officers' directives have priority over color zones. Shaded areas on map denote general areas only and are subject to periodic change.

Speed Limit: 20 mph—Campus 10 mph—Parking Lots

Article XI. Special Occasions and Emergencies

On special occasions and in emergencies parking and traffic limitations may be imposed or rescinded by officers of the University Police Department of A&M-Commerce as required by the conditions which prevail. Every effort will be made to inform the public of any restricted areas and may be accessed through the University Police web site.

Article XII. Traffic and Parking Violations and Penalties

The following acts constitute a violation of the traffic and parking regulations of A&M-Commerce:

Section A. Regulations which are unique to this institution:

1. Failure to register vehicle and display current permit . . . \$30.00
2. Mutilating, defacing, altering, forging or fraudulently using a current permit. . . \$30.00
3. Registering a vehicle for the purpose of receiving an unauthorized permit for another person . . . \$30.00
4. Falsification of information on application for vehicle registration . . . \$30.00
5. Displaying a void or expired temporary permit . . . \$30.00
6. Failure to comply with a lawful order or direction given by a University Police Department officer . . . \$75.00
7. Exceeding speed limit (the speed limit is 20 mph on campus and 10 mph on parking lot) . . . \$30.00
8. Parking in fire lanes vehicle subject to be towed . . . \$75.00
9. Unauthorized parking in disabled zones . . . \$75.00
10. Moving violation . . . \$30.00
11. Improperly displaying permit . . . \$20.00
12. Parked disregarding barricades, traffic cones or traffic control devices . . . \$20.00
13. Parking in areas not specifically designated as a parking space . . . \$20.00. To include, but not limited to:
 - a. Lawns, grass areas, turf.
 - b. Sidewalks, areas not striped for parking.
 - c. Crosswalks, Handicapped Ramps.
14. Failure to remove citation after changing locations or transferring citation to another vehicle . . . \$20.00
15. Parked in No Parking zones (yellow curbs) . . . \$20.00
Small yellow blocks on the curb may designate these areas rather than the entire curb painted yellow.
16. Parked in unauthorized area or restricted area without appropriate permit (parked in improper zone) . . . \$20.00
17. Parked in excess of time limit in timed parking zones . . . \$20.00
18. Parked in any loading zone when not actually engaged in loading or unloading (orange curbs) . . . \$20.00.
19. Parked in Visitor area . . . \$20.00.
20. Parked in service and delivery areas . . . \$20.00.
21. Parking in areas prohibited by signs or markings . . . \$20.00.
22. Double or multiple parking or across the line . . . \$20.00.
23. Parked in same location in excess of two hours following the issuance of a citation . . . \$20.00.
24. Failure to display valid license plates, motor vehicle registration on a parked vehicle . . . \$20.00.
25. Parking or storing a non-operating vehicle on campus . . . \$20.00.
26. Backed into parking space against the flow of traffic . . . \$20.00.
27. Parked against the flow of traffic . . . \$20.00.
28. Parking trailers or boats on campus without permission from the University Police Department . . . \$20.00.
29. Other. . . \$20.00
30. Warning.....\$0.00
31. Boot removal fee. . . \$35.00

Section B. Regulations enforced and not covered by this publication:

1. Tex. Rev. Civ, Stat, Ann. Article 6701d and all other laws regulating traffic within the state of Texas.

All of the above laws and regulations may be cited in the Justice of the Peace Court or the Corporation Court of Commerce. In any event, persons receiving a citation will comply with the instructions on the citation.

Article XIII. Procedures for Recipients of Traffic or Parking Violation Notices to Follow

Section A. Students, faculty and staff members receiving A&M-Commerce traffic or parking regulation citations will report to the Student Accounts windows (BA Building or One Stop Shop).

Section B. Students with outstanding and overdue traffic and parking regulation violations are reported to the Registrar's Office of A&M-Commerce and these must be paid in full as a condition to re-entry into academic study, or to receive any permanent academic records.

Section C. Faculty and staff members with overdue traffic and parking regulation violations may be reported to the appropriate department heads. Failure to pay fees by the following semester could result in loss of driving and parking privileges on campus until fee is paid. A tag may also be placed.

Section D. Multiple traffic and parking regulation violations – The following conditions are enforced for those persons receiving numerous traffic and parking regulation citations during the registration year.

1. First offense—Fee depending on violation (see Article XII).
2. Second offense—Fee depending on violation (see Article XII).
3. Third offense—Fee depending on violation (see Article XII).
4. Fourth offense—Fee depending on violation (see Article XII).
5. Fifth and subsequent offenses—Fee depending on violation (see Article XII) plus vehicle placed on the boot list, removal of vehicle from the campus at the owner's expense, a 'boot' placed on the vehicle.

Article XIV. Extensions and Appeals

Student appeals must be made within five days beginning with the day of the infraction to the Traffic Appeal Board. Students will follow the procedures here indicated:

1. Appear at the Student Accounts windows (BA Building or One Stop Shop) within five days of the receipt of the citation where an appointment will be made and date set for the appeal.
2. Appear at the Traffic Appeal Board at the appointed time where the case will be heard.
3. **All tickets for appeal must be paid in advance. If the ticket is sustained, a refund will be issued.**
4. If the appeal is denied, the payment will stand. Failure to appear before the appeal board will result in the original fee being assessed.

Article XV. Removal of Vehicles from Premises of A&M-Commerce

Section A. Vehicles may be booted for five or more outstanding traffic rules and regulations violations during the registration year. They may be booted or removed from the premises of A&M-Commerce at the owner's expense for the following reasons:

1. Five or more traffic rules and regulations violations during the registration year.
2. Displaying a lost or stolen permit on vehicle.
3. Displaying unauthorized permit on vehicle.
4. Parking vehicle on campus after driving privilege has been denied.
5. Failure to display current valid license plates.
6. Parking, stopping or standing in any fire lane.
7. Parked disregarding barricades or traffic cones erected by the University Police Department.
8. Parking on any lawn, sidewalk or in any area that restricts vehicular or pedestrian traffic.
9. If the vehicle is endangering any life or property (e.g., vehicle on fire, leaking gas).
10. If the vehicle is an obstruction to any emergency equipment.
11. If the vehicle is blocking access to any building loading zone, reserved area, barricades or maintenance equipment.
12. If a motor vehicle is parked in a no parking area.
13. Parking or storing a non-operating vehicle on University premises.

14. Failure to obey the verbal order of a University Police Department Officer.
15. Vehicles may be booted and/or towed for five or more outstanding violations. Once a boot is applied to a vehicle, the fee for removing the boot is \$35.00. The fee has to be paid before the boot will be removed.

Article XVI. Bicycle Regulations

There is no fee for bicycle registration, but all students are urged to register their bicycles for identification purposes. The University Police Department will furnish the permit and it should be attached in such a manner as to be conspicuous. All of the above steps will help to deter theft.

Section A. Students and faculty and staff members riding bicycles on the premises of Texas A&M University-Commerce are subject to all state laws pertaining to bicycles.

Section B. Additional traffic and parking regulation violations:

1. No bicycle and or motorcycle will be ridden on any sidewalk, walkway, lawn, or in any building unless expressly approved for bicycle traffic by the University Police Department.
2. Bicycle parking will be permitted only in bicycle racks or in areas approved by the University Police Department.
3. Bicycles may not be tied, locked or secured in any way to permanent fixtures to include, but not limited to:
 - a. Buildings
 - b. Banisters
 - c. Trees, shrubs
 - d. Walk guard rails.
 - e. Hand rails
4. Bicycles secured to permanent fixtures will be removed at the owner's expense.
5. Bicycles will not be taken into any building unless approved by both the University Police Department and the department head in charge of that building.
6. Violations of the above regulations will be identified and disciplinary action will be taken. The necessary removal of a bicycle from the premises of A&M-Commerce will be accomplished at the owner's expense.

Article XVII. Pedestrian Regulations

Section A. Pedestrians on the premises of A&M-Commerce must not endanger their safety or constitute an unreasonable impediment to lawful vehicular traffic by crossing streets at other than authorized lanes, or by willfully walking or congregating in the streets.

Section B. Pedestrians will avoid walking across lawns or across any area not designated for pedestrian traffic.

Traffic Appeal Board

Section A. Function:

1. Make ruling on the validity of each appeal.
2. Notify the appropriate office as to the nature of the ruling.

Section B. Quorum: Three members must be present to rule on appeals.

Section C. Meetings: Called by chairman as needed.