



Parking and Traffic Procedures

For all Faculty, Staff, and Visitors

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SECURITY AND PARKING CONTACT INFORMATION

Parking Office	(979) 436-9300
Parking Email	suter@tamhsc.edu
Bryan Campus	(979) 436-9000
Dallas Campus	(214) 828-8335
Houston Campus Security	(713) 677-7464
Houston Campus Parking	(979) 436-6048
Round Rock Campus	(512) 341-4901
Emergency Response	911
It is important to notify TAMHSC Security of all 911 calls so that they may direct emergency personnel to a specific location on campus.	

GENERAL PROVISIONS

The Texas A&M Health Science Center (TAMHSC) enforces parking and traffic procedures to regulate and control parking, traffic and the use of parking facilities. These measures also provide jurisdiction over offenses. This document contains information applicable to any person who walks, drives or parks a vehicle on any TAMHSC campus.

These procedures are supplementary to local ordinances and statutes of the state of Texas, which govern pedestrians, motor vehicles and bicycles.

The operation of a motor vehicle or bicycle on a TAMHSC campus is a privilege. All faculty, staff and students must have a parking permit for motor vehicles parking on campus.

The TAMHSC is not responsible for fire, theft, damage to, or loss of any vehicle parked or operated on any TAMHSC 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 TAMHSC.

The TAMHSC security and parking officer's duties include but are not limited to:

- Facilities security
- Providing escorts to vehicles
- Communications support
- Assisting with special events
- Enforcing parking rules and procedures

ENFORCEMENT AUTHORITY

The Texas Education Code Sec. 51.202 provides the TAMHSC with the authority to regulate parking and vehicle operations on the campus. The TAMHSC reserves the right to enforce parking and traffic procedures by:

- Issuing citations
- Towing vehicles that impede the movement of traffic or block a sidewalk, ramp, loading dock, entrance, exit, fire lane, or aisle.
- Suspending or revoking permits.
- Blocking readmission of a student for non-payment of outstanding fines.
- Enforcing disciplinary action against employees or students who fail to abide by these procedures.
- Denying parking permits to those with unpaid charges.
- Towing or immobilizing vehicles at owner's expense for any of the following:
 - Parking in a 24 Hr Reserved Numbered Space (at space owner's request)
 - Outstanding citation total of 2 or more
 - Outstanding balance of \$100 or more
 - Outstanding citation over 90 days old
 - Obstructing a roadway or interfering with the movement of vehicular or pedestrian traffic
 - Blocking a sidewalk, ramp, loading dock, entrance, exit, fire lane or aisle

CAMPUS SPECIFIC INFORMATION

DALLAS

- All parking spaces are unreserved, first come, first serve.
- Parking in the garage requires head-in parking only. No vehicles are to be backed into a space.
- Operating a vehicle in the wrong direction in the garage may result in suspension of garage parking privilege.
- Students parking in the Nussbaumer Garage are allowed to park on the ramp from Level 4 to Level 5 as well as Levels 5 and 6 only. Students and employees are allowed to park in Lot 3.
- Gaston Garage will be utilized by employees assigned using a waitlist and access will be via RFID tag affixed to your vehicle windshield.
- Nussbaumer Garage will be utilized by employees and students and access will be via HSC access card.
- No dual garage access will be allowed.
- A valid HSC permit must be displayed at all times in all facilities, including the Gaston Garage.

HOUSTON

- Parking spaces are first come, first served with the exception of the 24 Hr Reserved Numbered Spaces (RNS) on the first level. These spaces will be assigned to those adding themselves to the waitlist and being awarded the right to purchase these spaces at a higher cost.
- RNS will be available to both employees and students at the same rate.
- Students will have a lesser rate than employees for general parking.
- Annual parking is only available to Texas A&M University employees and students.

HEALTH SCIENCE CENTER (HSC) PARKING PERMITS

A parking permit is required at all times to park on TAMHSC campuses.

TAMHSC parking permits must be hung from the review mirror. If a vehicle does not have a review mirror that fits the design of the tag, it is to be placed in a sleeve and attached inside the passenger side windshield. These sleeves are available upon request. Motorcycles may park only in designated areas and must display a permit.

Parking permits must be purchased from the TAMHSC parking website at <http://parking.tamhsc.edu/>.

24-HOUR RESERVED NUMBERED SPACES (RNS)

24 Hr Reserved Numbered Spaces (RNS) in Bryan are available only to HSC faculty and staff at a higher cost. Enforcement of RNS violations will be only at the direction of the space holder. Violators may be ticketed and/or towed at the violator's expense at the direction of the space holder. Vehicles parked in RNS are required to display a valid parking permit at all times with the exception of state vehicles.

RESPONSIBILITY FOR PERMITS

The individual who obtains a parking permit will be responsible for parking violations by any vehicle bearing the permit. Permits may not be resold or transferred between individuals.

TEXAS A&M UNIVERSITY PERMITS

TAMU BUSINESS AND CAMPUS PERMITS

Departments may purchase either a TAMU Business permit or Campus permit from TAMU Transportation Services and check permits out to employees on an as-needed basis. Business permits are used in conjunction with a valid annual permit and the Campus permit is a standalone permit. These permits are not available for individual purchase. Contact your Departmental Parking Representative (DPR) or Jim Suter suter@tamhsc.edu for purchase. See map for valid areas at <http://transportmap.tamu.edu/parkingmap/tmap.htm?map=ub>

TAMU PARKING NOTES

Faculty and staff who work on the Texas A&M University (TAMU) campus must purchase a permit from TAMU Transportation Services at <http://transport.tamu.edu/>. To park on the TAMHSC campuses, you must display a valid TAMU permit.

TAMU VISITOR PERMITS

Current TAMU visitor permits are valid on TAMHSC campuses. If you need to park in a specific area of TAMU, purchase the temporary permit from TAMU Transportation Services. These will be valid in "Any Valid Permit" lots marked on the parking map at

<http://transportmap.tamu.edu/parkingmap/tsmap.htm?map=avp>

TAMU NIGHT PERMITS

TAMU night permits are valid between the hours of 5:00 p.m. and 6:00 a.m.

HANDICAPPED SPACES AND BICYCLES

- Government-issued parking placard or license plates are required to park in accessible parking spaces.
- Bicycles are not allowed inside buildings. Bicycle racks are provided on each campus.

DISABLED VETERANS

All HSC Employees and Students who are Veterans with Disabilities, Congressional Medal of Honor Recipients, Former Prisoners of War, Pearl Harbor Survivors, and Purple Heart Recipients whose vehicles display the special license plates issued by the Texas Department of Transportation are exempt from the payment of fees for any single university parking permit for which they are otherwise eligible. All members of the Health Science Center who wish to bring a vehicle on campus are required to obtain a parking permit. (Limited to one free HSC permit per customer). Contact TAMHSC Parking Services for required documents.

TAMU BUSINESS AND CAMPUS GENERAL PARKING NOTES

- Parking assignments are made based on date-of-hire and taken in sequential order as spaces become available.
- The parking manager makes all parking space assignments.
- All people parking on TAMHSC property are required to pay established fees.
- All people parking on TAMHSC property who violate rules or do not pay established fees are subject to citation, fine, towing, immobilization, and/or loss of parking privileges.
- The TAMHSC does not assume any liability for loss caused by damage, fire, theft or any other peril.
- Depending on the campus, new hires (faculty and staff) could experience a waiting period for assigned parking.
- New employees are expected to have purchased a proper permit by their second day of employment. Display receipt on vehicle dashboard until permit arrives in the mail.
- Visitor parking is for visitors to the HSC campus. These spaces are not to be used for short-term parking by employees or students.
- Visitor parking is valid for 60 minutes. Parking over one hour will require a daily temporary permit and parking in general parking.
- Vehicles towing trailers must be pre-approved before parking on any campus.
- Recreational Vehicles (RVs) must be pre-approved before parking on any campus.
- First Citation for 'No Valid Permit', when appealed, may be reduced to a warning if a valid permit was owned at the time of the citation.

- Vehicles with two or more outstanding citations, an account balance of \$100 or more, or a citation over 90 days old are subject to immobilization or towing at the owner's expense, even if legally parked. If towed, the vehicle will be impounded until the balance is paid in full.
- Students who have an outstanding balance will have a block placed on their record until the balance is paid.
- This block will prevent registration for classes.
- Citation fines will escalate at 30 days (\$15) and at 180 days (\$30) making a \$40 citation cost \$85 if left unpaid.

PARKING AND DRIVING OFFENSES

Parking violations are \$40 with the exception of handicapped spaces, fire lane violations, property damage, or displaying a forged, altered, lost, or stolen permit, which are higher. Vehicles parked illegally in a handicapped space, fire lane or with a forged, altered, lost or stolen permit are subject to towing at the owner's expense. Criminal charges may also be filed on those displaying a forged, altered or stolen permit.

Citations paid within 14 days will be lowered by \$10 per citation. All fines not paid within 30 days will be assessed a \$15.00 fee. After 180 days, a \$30.00 fee will be added. For example:

\$40.00 for parking violation

After 30 days \$40.00 fine + \$15.00 late fee = \$ 55.00

After 180 days \$55.00 fine + \$30.00 late fee = \$ 85.00

PARKING CITATION APPEALS

All parking citation appeals must be submitted online within 14 days of the date issued (no appeals will be accepted in person or over the phone). Appeal decisions will be sent via email.

No appeals will be accepted after 14 days. If the appeal is denied, the citation will be required to be paid in full or the entire amount due if the fine is reduced.

There must be substantial and valid evidence that the parking violation was not committed or that it occurred due to circumstances beyond the customer's control. Appeals that are vague or incomplete will be rejected.

The appeal will dispose of a citation by one of the following:

- Upholding the charge completely.
- Upholding the charge but reducing the fine.
- Dismissing the charge.

The following are NOT valid reasons for an appeal:

- Lack of knowledge of the regulations, for example, new to campus or have not reviewed regulations.
- Other vehicles parked improperly.
- Only parked for a short period of time.
- Stated failure of parking officer to cite previously for similar offenses.
- Late for class or appointment.
- Inability to pay the amount of the fine.
- No other place to park.

SPACE MARKINGS

Vehicles must be parked completely within the marked boundaries of the parking space at all times. Do not park in a manner that obstructs walkways, ramps, loading docks, marked crosswalks or inflicts damage to shrubs, trees, grass, grounds or structures. Additionally, no vehicle may park on any unmarked or unimproved ground area that has not been marked or designated for parking. The fact that other vehicles are parked improperly shall not constitute an excuse for parking beyond the marked boundaries of the parking space.

POSTED SIGNS

Posted signs, whether permanent or temporary must be obeyed at all times and take precedence over painted curbs and pavement markings.

PARKING LOTS

On occasion during the year, certain parking lots may be closed upon recommendation of the Parking Manager and approval by Administration.

SPEED LIMITS

- The speed limit in campus Parking Garages is 10 MPH. Excessive speed in the garage may result in suspension of garage parking privilege.
- The speed limit in campus Parking Lots is 10 MPH.
- The speed limit on campus roadways is posted at 20 MPH.

PEDESTRIANS

Pedestrians must obey all traffic control devices and signs. Pedestrians have the right-of-way at marked crosswalks, at intersections or sidewalks. Pedestrians shall yield right-of-way to vehicles when crossing at any point other than within a marked crosswalk or at an intersection. No person shall stand in roadway for the purpose of soliciting a ride.

INOPERABLE VEHICLES

If a vehicle becomes inoperable while on an HSC campus, the driver must notify HSC Security and Parking. Officers will render assistance and/or authorize temporary parking. Temporary parking shall not exceed 24 hours without further authorization. The disabled vehicle must be parked so that it does not create an obstruction or hazard.

SECURITY MEASURES

Always close windows, lock your vehicle and take your keys. Never leave an ID tag on your key ring. If your keys are lost or stolen, a thief could locate your car or your home. If you have to leave a key with a parking attendant, leave only your vehicle key.

REPORT INCIDENTS

If your car, truck, or bike is stolen or tampered with, report it to TAMHSC security or the local police department immediately. Quick action can help recover your vehicle.

PERSONAL RESPONSIBILITY

You are responsible for the security of your vehicle. If you leave your vehicle unattended and unlocked for any reason, you are inviting trouble. On average, it takes less than 60 seconds for someone to enter an unlocked vehicle and take something. Typical targets are purses, wallets, books, instruments and tools. Anything that might be of value to someone else can be a target of theft and should be placed in your trunk or out of sight.

What can you do to help?

- Mark your items with name, driver license number or other personal identifier.
- Record serial numbers for valuables.
- Use locks on drawers and lockers.
- Don't leave valuables unattended.
- Develop a network of friends to look out for each other's property (your own crime watch group).
- Keep everything of value out of sight or in your vehicle trunk.
- Don't leave important papers or credit cards in the glove compartment.
- Engrave cellphones, CD players or stereo equipment with your driver's license number. Mount securely or store out of sight.
- Be proactive.

PROTECT YOUR CAMPUS

Always report suspicious activity to the security office.