The Parking Services Division (PSD) is a part of the University Police Department at West Texas A&M University and governed by an advisory committee consisting of faculty, staff, and students of the University. The president of the University selects committee members. Updated parking rules or changes in the regulations are available in Parking Services. As we strive to accommodate the growing population of WTAMU, our goal is to provide the students, faculty, staff, and visitors of the University with efficient parking. Parking control officers as well as UPD police officers regulate parking. In order to better serve you, we invite you to come by and offer suggestions or comments on parking at WTAMU. We are located in the police department at 301 23rd St., on campus. Office hours are 7:30 a.m. - 5:00 p.m. Monday through Friday.

Please feel free to contact us if you have questions or comments.

**Telephone Numbers**

- Emergency - 24 hours..........................911
- Parking Services Division..................651-2309
- Police - Administrative - 24 hours.........651-2300
- Medical Services...............................651-3287
- Canyon Clinic.................................655-2104

Occasional changes may occur during the school year that may not be reflected in this edition of the Traffic & Parking Regulations. For updated information, contact PSD. Revised 07/25/2012.
I. VEHICLE REGISTRATION

A. All vehicles parking on campus must have a guest permit or a valid WTAMU parking permit to park on campus at any time. Automobiles are registered with PSD where parking permits are secured.

Registration Fees (Fall)

Faculty and Staff..............................$50.00
Student Parking..............................$40.00

Registration Fees (Spring)

Faculty and Staff..............................$40.00
Student Parking..............................$30.00

Registration Fees (Summer)

All vehicles..............................$20.00

B. BICYCLES
Bicycles do not require a permit. However, it is recommended that you register your bicycle with PSD in order to enhance the chances of recovery in the event it is stolen. This is a public service offered by PSD.

C. MOTORCYCLES
Motorcycles will be charged the same fee as cars. Should an individual register both an automobile and a motorcycle, the motorcycle permit will cost $10.00. Should an individual initially purchase a motorcycle permit and then purchase an automobile permit, the charge will be $10.00 for the automobile.

D. SPECIAL PERMITS

1. Guest Permits..............................No Charge
One-day guest permits are available for use on vehicles driven by individuals that are not students, faculty, staff or receiving compensation for their work on campus.

2. AC Membership Permits..................$10.00
Parking permits are available at PSD for individuals purchasing an AC membership. The permit is valid for the length of the membership.

3. Construction Permits..........................No Charge
The Director of the Physical Plant issues construction permits to contractors for the personal vehicles of construction workers. Parking is restricted to the immediate construction site, Zone 24, or as specified by the Director of the Physical Plant.

4. **Temporary Permits** are valid through the expiration date written on the permit by PSD staff. This permit may be obtained at PSD office for a vehicle temporarily on campus. With a person having a valid WTAMU permit, you are entitled to 3 weeks of free temporary a semester; one week at a time. For those who do not have a permit, temporary permits may be obtained at the following rate.

   1 day - $4.00                  1 week - $8.00              1 month - $12.00

5. **Replacement Permits**

   *With remains of old permit if vehicle is sold or otherwise legally disposed of, or permit was incorrectly placed on vehicle.

**E. NIGHT STUDENTS** must have a permit to park on campus. Night students must observe “No Parking” areas such as handicapped parking, fire lanes, loading zones and visitor parking.

**F.** Permit must be permanently affixed and be visible while parked on campus, to be valid. The registration is not complete until the permit is properly displayed to the lower left corner on the outside of the back windshield. On motorcycles, the permit should be displayed on the left front fork only. **PERMITS DISPLAYED IN ANY OTHER MANNER WILL BE CONSIDERED VOID AND CONSTITUTE A VIOLATION.** Lost or stolen permits displayed on a vehicle after being reported to PSD will result in the car being impounded and loss of parking privileges for one (1) year.

**G.** Permits will not be sold for the next academic year to students, faculty or staff with outstanding parking citations.

**H.** A valid driver’s license is required at the time the permit is issued. If driving privileges are suspended, permits may be automatically voided.

**I.** University citations and State citations will be issued year round. The parking rules and regulations are enforced year round.

**J.** Any false or incorrect information given at the time of registration may automatically render the permit VOID.

**K. Reserve or Handicap Parking:** Individuals, who legally possess a handicap parking permit, registration tab or other legal device indicating such handicap or disability, are required to obtain a WTAMU permit from
PSD. If there are no available handicapped spaces, vehicles bearing handicapped registration devices and WTAMU parking permits may park in the next available parking space. Vehicles illegally parked in reserve spaces, handicapped spaces and residence hall director spaces will be subject to impoundment. DIRECTOR PARKING AND HANDICAPPED PARKING ARE IN EFFECT 24 HOURS PER DAY. Persons having medical problems that are not eligible for handicap permits, but need closer parking on a temporary basis may arrange an appointment with the PSD Manager to review your needs. Temporary permit may be available.

L. Persons driving automobiles must observe all traffic control devices and State traffic laws.

M. Refunds for those surrendering their permits because of withdrawal or termination shall follow the same schedule as that used by the Business Office.

N. Any vehicle displaying a voided permit is subject to being impounded.

II. WHERE TO PARK

A. Painted Curbs:

Red..............................................................No Parking (Fire Lanes)
Yellow.........................................................No Parking Zone
Orange........................................................Loading Zone/30 min limit
White...........................................................Handicap Parking
Brown/White Striped.......................................Parking as designated by sign

1. RED curbs are State regulated fire lanes or no parking areas. Fire zones are marked FIRE ZONE and all other red curbs are NO PARKING areas.
2. ORANGE curbs are Loading Zones. Loading zones are restricted to persons loading and unloading supplies. Parking in a loading zone is limited to 30 minutes.
3. BROWN/WHITE striped curbs are designated by sign. Visitors must have a guest permit displayed. (i.e. Director Parking; 30 minute parking) Regulations on these curbs are enforced 24 hours a day, 7 days a week.
4. WHITE curbs indicate parking for individuals who legally posses a disabled/handicap parking permit. A valid WTAMU permit is also required with the disabled permit, when parking a vehicle on campus.
5. YELLOW curbs are No parking area.
6. **EVENT CENTER** – Shuttle Service is available from this lot to the Main Campus and back, Mon-Fri 7:30 am -5:30 pm during the Fall and Spring semesters. Permit is not required for Academic Year 2012-2013.

7. **ZONE 17** – Permit is not required for Academic Year 2012-2013.

**B. Students, Faculty and Employees:**

1. Motorcycles with valid permits may park in any valid parking space. Motorcycles must not block any foot traffic.
2. Visitor and Museum Guest Parking is not available parking for current WTAMU students and/or Fac/Staff.

**III. GENERAL REGULATIONS**

A. Any person who operates a motor vehicle on the WTAMU campus is held responsible for obeying the Uniform Traffic V.C.S. 670 of the Texas Motor Vehicle Law and all University regulations.

B. The registrant of the permit is held responsible for the proper parking of vehicle regardless of who may be the operator.

C. The legal speed limits on campus for street is 20 MPH and in parking lots, 10 MPH.

D. Alcoholic beverages are not permitted on campus. Drinking while driving and/or the possession of alcoholic beverages on campus are violations of University regulations and possible State laws.

E. Vehicles may not be washed or repaired anywhere on campus.

F. Vehicles are prohibited from parking or driving on grass, shrubbery, or sidewalk on campus. Violating vehicles will be subject to impoundment.

G. All vehicles must stop for pedestrians in a crosswalk.

H. All vehicles must be parked no more than 18 inches from the curb.

I. The fact that a person is in violation of any regulation or law and does not receive a citation does not indicate that the regulation or law is not in effect.

J. The responsibility of finding a legal parking space rests with the motor vehicle operator. LACK OF SPACE IS NOT CONSIDERED A VALID EXCUSE FOR VIOLATIONS OF ANY PARKING REGULATION.
K. When parallel parking, vehicles will be headed in the same direction as traffic flow.

L. All unregistered vehicles are subject to impoundment and the owner risks suspension from the University.

M. Impound System: Any person who violates regulations concerning parking on campus is subject to vehicle impoundment. Vehicles are impounded at owner’s or operator’s expense and clearance from PSD must be secured before the vehicle is returned to the operator or owner. A third delinquent parking violation will result in the vehicle being impounded. If a citation is not paid within the specified (10) calendar days as stated on citation, it may be impounded. Any vehicle not bearing a current WTAMU permit may be impounded. Impoundment fee: $75.00 and $21.75 per day off-campus storage; Boot fee $75.00 and $5.00 per day on-campus storage. These fees cannot be appealed. Vehicles not retrieved by the owner within 5 days of booting will be towed to impound.

N. A vehicle with a valid permit must be parked according to the PSD Rules & Regulations

O. McCaslin Apt residents are not required to purchase a WT parking permit to park in designated McCaslin Apt parking areas. A valid WT parking permit is required to park on campus in WT parking lots. A vehicle displaying only a WT parking permit is not allowed to park in McCaslin Apt parking areas.

IV. TRAFFIC CITATION

A. Traffic citations will be issued for any violation of the following regulations and the Uniform Traffic Act. Vehicles may be impounded or permits revoked if the citations are not settled within 10 calendar days. A HOLD will be placed on the student’s record and the citation will increase to $50.00 after 20 days, except for fire zone, handicap or lost/stolen permits which will remain the same. Vehicles on campus without permits are subject to being IMPOUNDED anytime at the owner’s expense.

B. Traffic and Parking Violation Notices: The University Police Department is authorized to issue two types of citations for violation of university parking and traffic regulations:

1. University Citation: those handled by the University, subject to University administrative violation charges and a right to appeal to the Traffic Appeals committee.
2. Court Appearance Citations: those issued by the University Police constituting a summons to appear in the Randall County Justice of the Peace Court or other state court as indicated on the citation.
C. Any person who receives a parking citation is required to contact PSD in person or by mail at WTAMU Box 60295, Canyon TX 79016. The total amount of the citation fee will be accepted by cash, check, credit card or Buffalo Gold. Payment in coins will only be accepted if properly rolled. Office hours for PSD are 7:30 a.m. to 5:00 p.m., Monday through Friday. Holiday hours will be posted.

D. All parking citations may be appealed within 20 days of issued citation.

E. Persons having outstanding citations will not be allowed to purchase permits and may result in their vehicle being impounded should it be parked on University property.

V. VIOLATIONS: (not all possible violations are listed)

A. Parking violations

1. Parking outside of designated area-see Section II,A&B
   a. Parking in a RESERVED designated area $35.00
2. Parking in Visitor space $35.00
3. Parking on the grass $35.00
4. Parking on the sidewalks $35.00
5. Parking in or on any service drive $35.00
6. Parking more than 18” from the curb $35.00
7. Violation of any posted sign $35.00
8. Failure to park within the line of parking spaces $35.00
9. Parking (all others) not defined $35.00
10. Parking in a FIRE LANE (Red curbs) $75.00
    VEHICLES ARE SUBJECT TO IMPOUNDED
11. Parking in any manner which obstructs parked vehicles $35.00
    DOUBLE PARKED SUBJECT TO IMPOUND
12. Parking in NO parking zones $35.00
    SUBJECT TO IMPOUND
13. Obstruction of trash container $35.00
14. Obstruction of any crosswalk $35.00
15. Parking on the wrong side of the street $35.00
17. Parking in a HANDICAPPED parking space $100.00

B. Registration violations

29. Failure to display a registration permit $35.00
29E. Not Valid permit for location $35.00
30. Failure to display a registration permit properly $35.00
31. Using fictitious, altered, stolen or lost permit $125.00
32. Improper transfer of permit $35.00
C. Miscellaneous violations

1. Washing vehicle on campus.................................................$35.00

VI. BICYCLE AND SKATE BOARD REGULATIONS
The following rules apply to roller skates, roller blades, bicycles, skateboards, gopeds and all other non-motorized transportation devices:

A. No such devices are allowed in ANY University building.

B. No such device shall be used in a reckless or negligent manner or in a manner that may affect the general well-being of pedestrians or the user of the device.

C. No such device shall be used in a way that causes damage to property or exterior fixtures of the WTAMU campus.

D. Devices shall be parked in or immediately adjacent to bicycle racks provided, not blocking a sidewalk, doorway, hallway or exit from a building or on lawn areas.

E. Helmets and other personal safety equipment are strongly recommended for those using the above listed devices or any other non-motorized transportation devices on campus.

F. Violators of such rules may be cited as posted below and/or be escorted from the WTAMU campus.

1. Parked on sidewalk or lawn areas.............................................$35.00
2. Parked in any doorway, hallway or exit from a building ......$35.00
3. Failure to park bicycles in racks where provided.........................$35.00
4. Use of Skate Boards, Roller Blades and Roller skates where prohibited on University property................................$35.00

VI CITATION APPEAL PROCESS: To appeal a University parking citation:

A. Citations must be appealed within 20 days of their issued citation.

B. Persons may appeal the citation without making payment first; however a HOLD is placed on the student’s record.

C. An appeal is not permitted 21 days or more after the citation was issued.

D. Persons wishing to appeal the citation should obtain a Notice of Appeal form from PSD and complete the designated portion. The PSD clerk will complete and sign the appropriate area and indicate the deadline for the next docket on the appeal form.
E. The appellant will take the Notice of Appeal form to the JBK Information Desk before the next appeal docket that is noted on the Appeal form and obtain a time on the docket. If the Notice of Appeal form is brought to the JBK information Desk after the next appeal docket that is stated on the form; the ability to appeal is expired. The appellant must then pay the citation and the appeal is not permitted.

F. After the appeal has been heard; if found not in violation the HOLD is released and citation is marked unfounded per appeal. If found in violation; the HOLD is continued and appellant must pay original fee within 7 days of appeal docket. After 7 days, fee will increase per Parking Rules & Regulations. Note: the deadline for payment before 7 days will be noted on the appeal form.