

West Texas A&M University
Parking Services Division
Traffic and Parking Regulations

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 Old Main, JBK Student Center, Activities Center, the Classroom Center, Student Services and 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 01/04/2012.

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
Commuter Parking.....	\$40.00
On Campus Residents.....	\$40.00

Registration Fees (Spring)

Faculty and Staff.....	\$40.00
Commuter Parking.....	\$30.00
On Campus Residents.....	\$30.00

Registration Fees (Summer)

All vehicles.....	\$20.00
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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 a commuter register both an automobile and a motorcycle, the motorcycle permit will cost \$10.00. Should a commuter 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 16, 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 temporaries 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.....\$10.00*
 *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, visitor parking and all resident hall 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 solid green, blue or brown 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.
- O. Validator permits (smaller permits) are used as indicators and must be displayed with a valid WTAMU permit. The validator by itself is NOT a valid permit.

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
Green.....	Faculty/Staff Parking
Brown.....	Commuter Parking
Plain.....	Open with valid WTAMU Permit
Blue or Blue/White Striped*.....	Resident Hall Parking Only
	Both a validator and resident hall permit are required
	in the following respective zones: Zone 9&21E (Cousins), Zone 1 &18 (McCaslin) and Zone 6&7 (Buff/Guenther/Conner/Jarrett).
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 with valid WTAMU permit.
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. **GREEN** curbs indicate RESERVED for Faculty/Staff Parking. From 2:00 p.m. till midnight, green curbs (with the exception of reserved handicapped parking and all areas designated by signs) are open for vehicles displaying a current WTAMU permit
5. **BROWN** curbs indicate parking for commuter students. From 2:00 p.m. till midnight, brown curbs are open for vehicles displaying a current WTAMU permit
6. **PLAIN** curbs or parking lots designated as OPEN parking allow parking for any vehicle displaying a current WTAMU permit.
7. **BLUE** curbs are reserved for students living on campus. Restrictions are enforced 24 hours each day, seven days per week.
 - a. **Cousins Hall** residents must display a WTAMU resident hall permit and a Zone 9 validator, provided by PSD. BLUE/WHITE striped curbs are painted in Zone 9 north, east and south of Cousins Hall and the lot east of Cousins Hall.
 - b. **McCaslin Hall** residents must display a valid WTAMU resident hall permit and a Zone 1&18 validator, provided by PSD. BLUE/WHITE striped curbs are painted in Zone 1 and Zone 18 east and west of McCaslin Hall.
 - c. **Buff/Guenther/Connor/Jarrett Hall** residents must display a valid WTAMU resident hall permit and a Zone 6&7 validator, provided by PSD. B/W striped curbs are painted in Zone 7 east of Guenther and south of Connor and west of Buff Hall. Zone 6 west/north/east of Jarrett Hall. Striped curbs in Zone 10.
8. **WHITE** curbs indicate parking for individuals who legally possess a disabled/handicap parking permit. A valid WTAMU permit is also required with the disabled permit, when parking a vehicle on campus.
9. **YELLOW** curbs are No parking area.
10. **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.

B. Commuting Students, Faculty and Employees:

1. Commuting students must park in commuter designated

(BROWN) or parking zones designated as OPEN parking when displaying a valid Commuter WTAMU permit.

2. Faculty and Staff must park in Fac/Staff areas (GREEN), observing areas that are designated by sign or parking zones designated as OPEN parking when displaying a valid Fac/Staff WTAMU permit. Fac/Staff are allowed to purchase a commuter permit and follow the above stated guidelines for Commuters.
3. From 2:00 p.m. till midnight, brown curbs and green curbs (unless otherwise designated by sign) are open for vehicles displaying a current WTAMU permit.
4. Designated OPEN zones are Zone 1 (lot not designated by a color or sign), 3 (south of field house only), 5 (center of large lot not designated by color or sign), 8, 12, 13 (center of large lot not designated by color or sign), 15, 16 (only east of Cross and Jones and not designated by color or sign), 24 and 28.
5. Students living on campus **must** purchase a blue residential permit.
6. Motorcycles with valid permits may park in any valid parking space according to their permit. Motorcycles must not block any foot traffic.
7. Students living on campus who are employed by the University and have a valid WTAMU parking permit may not park their vehicle in the area where they are employed until after 2:00 pm to midnight.
8. Visitor and Museum Guest Parking is not available parking for Current WTAMU students and/or F/S.

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 \$10.00 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

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 to the Traffic Appeals Court. Appeals must be made during the semester in which the citations are received. No reimbursements paid 30 days after court date.

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 commuter area.....\$35.00
 - b. Parking in resident hall area.....\$35.00
 - c. Parking in a RESERVED GREEN 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
39. No Validator	\$35.00

B. Registration violations

20. No JBK Visitor Permit.....	\$35.00
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
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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, you should follow this process:

- A.** A deposit (in the amount of the fine) must be made before the appeal form can be obtained at the PSD office. Citations must be appealed during the semester they are received.
- B.** Persons wishing to appeal the citation should obtain Notice of Appeal form from PSD and fill out the designated portion. The PSD clerk will complete and sign the appropriate area.
- C.** See the clerk at the front desk at the JBK to obtain a time on the docket to hear your case and give the clerk the Appeals notice.
- D.** After your case has been heard, the Court Justice will fill out the bottom portion of the form. It is the appellant's responsibility to bring a copy of the Notice of Appeals form to the PSD for final action. Upon a finding of *not in Violation* and the return of the completed appeals form to PSD, the PSD staff will complete a reimbursement requisition. (Reimbursement usually takes two to three weeks.) Reimbursements will not be paid 30 days after the court date.
- E.** Delinquent citations will result in a HOLD being placed upon the student's records and the fine increasing. A list of Faculty and staff names having outstanding citations will be forwarded to the vice president for academic affairs or vice president for business and finance. Persons having outstanding citations will not be allowed to purchase permits for the next year and may result in their vehicle being impounded should it be parked on University property.