



Parking and Traffic Procedures

For all Faculty, Staff, and Visitors

SECURITY AND PARKING CONTACT INFORMATION

Parking Office	(979) 436-9300
Parking Email	parking@tamhsc.edu
Bryan Campus	(979) 436-9000
Dallas Campus	(214) 828-8335
Houston Campus	(713) 677-7464
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.	

HSC eduSAFE SAFETY & SECURITY APP

Parking rules, procedures, FAQ's, contact information and much more can be accessed through the HSC eduSafe app. Find HSC building, campus and parking lot maps. Manage your account online, pay/appeal citations and purchase permits. The app is available on the Apple Appstore and Google Play by searching for HSC eduSafe.

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 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 escort to vehicles.
- Communications support.
- Providing assistance for special events.
- Enforcing parking rules and procedures.

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 TAMHSC citations and collecting applicable fees/penalties.
- Towing vehicles that interfere with movement of traffic or block a sidewalk, ramp, loading dock, entrance, exit, fire lane or aisle.
- Suspending or revoking permits.
- Barring the readmission and withholding grades, degrees, refunds and official transcript of any student for
- Non-payment of outstanding charges.
- Enforcing disciplinary action against employees or students who fail to abide by these procedures.
- Denying parking permits to those with unpaid charges.
- Towing vehicles at the owner's expense due to one of the following conditions:
 - 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

PARKING PERMIT INSTRUCTIONS

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.

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

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/tmap.htm?map=avp>

TAMU BUSINESS AND CAMPUS PERMITS

The TAMU Business permit is no longer available to TAMHSC personnel. Departments must purchase TAMU campus permits from TAMU Transportation Services and check permits out to employees on an as-needed basis. These permits are not available for individual purchase. See map for valid areas at <http://transportmap.tamu.edu/parkingmap/tmap.htm?map=ub>

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

- Handicapped parking permits are required in all areas designated by the handicap signage.
- Bicycles are not allowed in buildings; bicycle racks are provided on each campus.

24-HOUR RESERVED NUMBER SPACES

Reserved Numbered Spaces 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.

DISABLED VETERANS

All 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 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 documentation.

TAMU BUSINESS AND CAMPUS GENERAL PARKING NOTES

- Students and part-time faculty do not have reserved individual spaces in garages.
- 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 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 TAMHSC campus. These spaces are not to be used for short-term parking.
- Visitor parking is valid for 60 minutes or up to two hours with prior approval. Parking over two hours 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, will be reduced to a warning if a valid permit was owner at the time of the citation. Subsequent citations for "No Valid Permit", when appealed, will be cited as 'Failure to Display a Valid Permit' and cannot be appealed.
- Vehicles with two or more outstanding citations, an account balance of \$100 or more or a citation of over 90 days old are subject to 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 may have a block placed on their record until the balance is paid.

- This block will impact graduation, registration, receipt of grades and receipt of transcripts.
- Citation fines will escalate at 30 days (\$15) and at 180 days (\$30) making a \$40 citation cost \$85 if left unpaid.

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.

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 lowered. If a second appeal is requested, you must pay the amount of the citation prior to the appeal being heard.

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 case by one of the following:

- Upholding the charge(s) completely.
- Upholding the charge(s) but reducing the fine.
- Dismissing the charge(s) completely.

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 were parked improperly.
- Only parked illegally for a short period of time.
- Stated failure of parking officer to ticket previously for similar offenses.
- Late to 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 LIMIT

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 the TAMHSC campus, the driver must notify the TAMHSC Security & Parking. Officers will render assistance or authorize temporary parking. Temporary parking shall not exceed 24 hours without receiving further authorization. The vehicle must be parked so that it does not create an obstruction or hazard.

SECURITY MEASURES

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

REPORT INCIDENTS

If your car, truck, or bike is stolen or tampered with, report it to TAMHSC security immediately or the local police department. 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 out of sight or hidden.

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.