West Texas A&M University Parking Services Division
Traffic and Parking Regulations 2023-2024

Parking Services Division:

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 at www.wtamu.edu and in Parking Services. The Parking Services Division (PSD) gets it authority from the Texas Education Code Sec. 51.202 (noted below). In order to accommodate the growing population and needs 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. The Parking Services Division is located in the Police Department at 301 23rd Street, on campus. Office hours are 7:30 a.m. to 5:00 p.m., Monday through Friday.

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

Emergency - 24 hours	911
UPD Police Administrative - 24 hours	(806) 651-2300
Parking Services Division	(806) 651-2309
Student Medical Services	(806) 651-3287
Family Medicine Center of Canyon	(806) 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.

Texas Education Code Authority:

Sec.51.202. Rules and Regulations: Penalty.

The Parking Services Division (PSD) gets it authority from the state statute, noted below:

(a) The governing board of each state institution of higher education, including public junior colleges, may promulgate rules and regulations for the safety and welfare of students, employees, and property, and other rules and regulations it may deem necessary to carry out the provisions of this subchapter and the governance of the institution, providing for the operation and parking of vehicles on the grounds, streets, drives, alleys, and other institutional property under its control, including but not limited to the following:

(1) Limiting the rate of speed;
(2) Assigning parking spaces and designating parking areas and their use and assessing a charge for parking;
(3) Prohibiting parking as it deems necessary;

(4) Removing vehicles parked in violation of institutional rules and regulations or law at the expense of the violator; and
(5) Instituting a system of registration for vehicle identification, including a reasonable charge.

(b) A person who violates any provision of this subchapter or any rule or regulation promulgated under the authority of this subchapter is guilty of a misdemeanor and on conviction is punishable by a fine of not more than $200.
Acts 1971, 62"' Leg. , p.3072. ch. 1024, art.1, Sec. 1, eff. Sept. 1. 1971.

I. REGISTRATION FEES for PARKING (2023-2024)

A. PARKING is BY PERMIT ONLY. All vehicles parking on campus (including the Amarillo Center) must have a guest permit or a valid WTAMU parking permit to park on campus, on any parking lot, at any time.

Student Parking Permits:

Initial Permit:	Cost = Free (prepaid student fee)
Additional Permits:	Cost = $40.00
Replacement Permits:	Cost = $10.00

Faculty and Staff Parking Permits - Salary Range Tier System:

Tier One:	$0 - $39,150	Permit Cost = $60.00
Tier Two:	$39,151 - $60,000	Permit Cost = $80.00
Tier Three:	$60,001 - $84,000	Permit Cost = $100.00
Tier Four:	$84,001 and above	Permit Cost = $120.00

**New tier levels for 2023-2024*

- *The First United Bank Center (FUBC) is the only parking area on campus that does not require a valid parking permit. All other parking rules and regulations still apply.*

- *Parking permits will not be enforced during the summer months. All other parking rules and regulations still apply.*

- *Parking permits will be available to order starting May 22, 2023. Permit enforcement will begin on August 29, 2023.*

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

C. MOTORCYCLES

Motorcycles will be charged the same fee as cars and must display a valid permit to park on campus.

D. SPECIAL PERMITS

All special permits with the exception of construction permits are to be affixed with its own adhesive to the inside, lower right corner (passenger side) of the front windshield.

(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 only at the Virgil Henson Activities Center for individuals purchasing an AC membership. The permit is valid for the length of the membership. Vehicles bearing these permits may park only in Zones 13 and 24.

(3) Construction Permits.....No Charge

The Physical Plant issues construction permits to contractors for the personal vehicles of construction workers. Parking is restricted to the immediate construction site.

(4) Temporary Permits

Temporary permits are valid through the expiration date written on the permit by PSD staff. This permit may be obtained at the PSD office for a vehicle temporarily on campus. With a person having a valid WTAMU permit, you are entitled to 21 days of free temporaries a semester; one day to 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

Temporary permits will not be issued if you have an outstanding parking citation.

(5) Replacement Permits.....$10.00

Replacement permits are available when the old permit is scraped off the vehicle if it is sold or otherwise legally disposed of or permit was incorrectly placed on vehicle. The remains of the old permit must be brought to PSD.

E. NIGHT STUDENTS AND ONLINE STUDENTS

Night students must have a valid parking permit to park on campus and must observe all parking regulations at all times. Online students are also required to have a valid parking permit if they are on campus for any reason.

F. PERMIT DISPLAY

The permit must be permanently affixed and be visible while parked on campus to be valid. The registration is not complete until the permit is entirely affixed with its own adhesive to the inside of the lower right corner (passenger side) of the front windshield. Temporary parking permits

that are valid for 20 days following an online permit order must be placed on the passenger side front dashboard and be visible at all times while parked on campus.

Alternate permit locations must be approved by PSD due to unique vehicle characteristics. For motorcycles, the permit must be permanently affixed with its own adhesive to the left front fork and visible to be valid. 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.

II. REGULATIONS and ENFORCEMENT:

A. Parking rules and regulations are enforced year-round.
B. Any false or incorrect information given at the time of registration may automatically render the permit VOID.
C. 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 permit from PSD. This authority is granted by the Texas Education Code, Sec. 681.008. Individuals exempt under TRC 681.008 must still obtain a permit to park on campus, but no fee for the permit will be assessed. If there are no available handicap spaces, vehicles bearing handicapped registration devices and WTAMU parking permit may park in the next available parking space that does not have a sign in front of it indicating the spaces is reserved for a specific person or office. Vehicles illegally parked in reserved spaces, handicap spaces, or museum visitor spaces will be subject to impoundment. SPECIAL RESERVED, RESERVED/FACULTY AND ADMINISTRATIVE PARKING, AND HANDICAPPED PARKING ARE IN EFFECT 24 HOURS PER DAY, UNLESS HOURS ARE POSTED.
D. It is a violation of state law to use the placard or plates for a disabled parking spot without the person with the disability in the vehicle. A peace officer may seize the disabled parking placard that is being utilized by someone other than the person the placard was issued to.
E. Senate Bill 792 requires anyone parking in a disabled parking space must have a license plate or a disabled parking placard that features the International Symbol of Access (ISA). Per the new law, veterans with DV plates that do not have the ISA symbol will not be able to park in a handicap space. In order to use a disabled parking space, the DV plate must feature the ISA symbol or have a combination of DV plates with a handicap placard that contains the ISA symbol.
F. Persons driving and parking automobiles on campus must observe all traffic control devices and State traffic laws.
G. Refunds are not available for surrendered permits. Permits must be revoked or owner will be held responsible while permit is valid. See IV. (B.)

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

III. PARKING RESTRICTIONS

A. Painted Curbs:

Red..... No Parking (Fire Lanes)
Yellow..... No Parking Zone
Orange..... Loading Zone/15 Minute Limit
White..... Handicap Parking
Brown/White Striped..... Parking as designated by sign

B. Wheel Stops (dirt parking lots only – Founders Hall and Natural Sciences Building):

White……A single parking space
Yellow……End of a parking row and no parking zone

C. Students, Faculty, Staff, and Visitors: Items of Interest.

(1) Motorcycles with valid permits may park in any valid parking space. Motorcycles must not block any foot traffic.

(2) Visitor and/or Museum guest parking is not available parking for current WTAMU students, staff or faculty at any time.

(3) A visitor is defined as any individual other than: a) student; b) an employee/staff member; c) any person engaged in the performance of a service for the University; d) any person operating a vehicle bearing a valid University parking permit or vehicle registered to a student.

(4) Faculty parking areas are reserved for faculty only from 7:30 a.m. thru 2:30 p.m. daily. Faculty permits are the only permits authorized to use these spaces during that time. Outside of the posted hours, these spaces are available to any valid WT permit.

(5) EVENT CENTER: Shuttle Service is available from this lot to the Main Campus and back Mon-Fri 7:00 a.m. to 6:00 p.m. during the fall and spring semesters. There will be no shuttle service during the summer months or between long semesters.

(6) **GAME DAY PARKING PREPARATION:** University home football games will require vehicle removal from all designated premium parking lots by midnight on Friday. Vehicles will be towed at the owner's expense if not removed by the deadline. The premium parking lots include the following: Zones 6, 7, 10 and 14. The first row in Zone 13 (facing north) will also need vehicles removed. This area will be utilized for temporary handicap parking. Parking Services will send all campus game day reminders and signs will be posted at the entrances of the premium parking areas. See the online game day map for zone locations and residence hall vehicle relocation options: https://map.wtamu.edu/?id=458#!ce/41491?ct/4072,33943

IV. GENERAL REGULATIONS

A. Any person who operates a motor vehicle on the WTAMU campus is held responsible for obeying the Texas Transportation Code and all University regulations.

B. The registrant of the permit is held responsible for the proper parking of the vehicle, regardless of who may be the operator.
C. The legal speed limits on campus for a street are 20 mph and 10 mph in parking lots.
D. Alcoholic beverages are generally not permitted on campus. Drinking while driving and/or the possession of alcoholic beverages on campus are a violation of University regulations and state laws.
E. Vehicles may not be washed or repaired anywhere on campus.
F. Parking or storing a non-operating vehicle on campus is prohibited.
G. Storage parking of trailers on campus is prohibited.
H. Unauthorized vehicles are prohibited from parking or driving on grass, shrubbery, or sidewalks on campus. Violating vehicles will be subject to citation and impoundment.
I. All vehicles must stop for pedestrians in a crosswalk.
J. A vehicle must be parked within two white lines for it to be considered a legitimate parking space. For the two dirt parking lots (Founders Hall and Natural Sciences Building), a vehicle must be parked in line with a single white wheel stop.
K. All vehicles parked parallel to a curb must park such that the wheels of the vehicle are no more than 18 inches from the curb.
L. 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.
M. The responsibility of finding a legal parking space rests with the motor vehicle operator. You are not guaranteed a parking space in the area of campus desired. However, there are enough parking spaces for the university community. LACK OF SPACE IS NOT CONSIDERED A VALID EXCUSE FOR VIOLATIONS OF ANY PARKING REGULATION.
N. Parking in loading zones is restricted to a maximum time limit of fifteen (15) minutes and will be allowed only for the actual process of loading and unloading equipment and supplies.
O. Impound system: Any person who violates regulations concerning parking on campus is subject to vehicle impoundment.

- A third delinquent citation on the same student account will result in the vehicle being either immobilized or impounded.
- A citation not paid within the specified (30) calendar days as stated on the citation, may be impounded.
- Disregarding traffic cones, barricades or other control devices will result in the vehicle being impounded.
- Any vehicle not bearing a current WTAMU permit may be impounded.
  *Immobilization fee: $75.00
  *Impoundment fee: $75.00 and $21.35 per day off campus storage.
- These fees cannot be appealed. Vehicles not retrieved by the owner within 5 business days of immobilization will be towed to impound.
- Attempting to or the removal of an immobilizing device attached to a vehicle by the University Police Department is a criminal offense. If the immobilization device is damaged or lost due to the unauthorized removal, the individual will be charged with the replacement cost for the device.

P. All vehicles must be parked according to PSD Regulations.

Q. Vehicles can have no more than one WTAMU parking permit displayed on the inside of the front windshield. This is to avoid possible visibility/safety issues.
R. McCaslin Apartments has its own parking which is enforced by the management of McCaslin. Residents of McCaslin must have a permit issued by McCaslin to park there. WT permits are not required to park in the McCaslin parking area.
S. Parking lots or individual parking spaces occasionally close to accommodate special events, sporting activities and for construction/maintenance. Parking Services will strive to provide as much notice as possible regarding closures or special events on campus. The vehicle owner is responsible for adhering to parking lot closure signs, traffic cones and barricades. Failure to comply can result in towing or vehicle relocation at the owner's expense.

V. TRAFFIC AND PARKING VIOLATION NOTICES

A. Traffic citations may be issued for any violation of the parking regulations and/or the Texas Transportation Code. Vehicles may be impounded or permits revoked if the citations are not settled within 30 calendar days.
B. The University Police Department is not responsible for a citation being removed from a vehicle after it has been issued.
C. The University Police Department is authorized to issue two types of citations for violation of university parking and traffic regulations:

(1) University Citations: 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.

VI. VIOLATIONS (not all possible violations are listed) – *increased fines effective June 1, 2023*.

<u>Parking Violations – $40.00</u>

1. Parking in a loading zone
2. Parking in visitor space
3. Parking on the grass
4. Parking on the sidewalks
5. Parking in or on any service drive
6. Parking more than 18" from the curb
7. Violation of any posted sign
8. Failure to park within the lines of parking spaces
9. Parking (all others) not defined
10. Parking in any manner which obstructs parked vehicles
11. Parking in NO parking area
12. Obstruction of trash container
13. Obstruction of any crosswalk
14. Parking on the wrong side of the street

15. Parking in a designated faculty space without permit
16. Parking over 30 minutes
17. Tampering/Removal of Traffic Control Devices
18. More than one permit displayed on the front of the vehicle

Parking Violations - $75.00+

19. Parking in a fire lane (Red curbs).....$85.00
20. Failure to relocate vehicle for special event……..$85.00
21. Violation of game day parking……..$115.00
22. Parking in a handicapped parking space.....$230.00

B. Registration Violations

19. Failure to display a valid registration permit.....$40.00
20. Failure to display a registration permit properly.....$40.00
21. Improper transfer of permit…….. $40.00
22. Failure to update vehicle information……. $40.00
23. Using fictitious, altered, stolen, or lost permit.....$145.00

C. Miscellaneous Violations

Washing vehicle or vehicle maintenance on campus……$40.00

D. Disposition of Citations

1. A citation may be paid:
   a. online at http://www.permitsales.net/WTAMU or
   b. at Parking Services in person or
   c. by mail at Box 60295, WTAMU Canyon TX 79016
   d. credit cards will not be accepted over the phone

2. The full, outstanding, amount will be accepted by check, credit card or Buffalo Gold Card. Cash payments are not accepted. The office hours for PSD are 7:30 a.m.-5:00 p.m., Monday through Friday.

3. Parking citations that remain unpaid for thirty days or more shall incur a $15 late fee. In addition, students with outstanding citations shall have HOLDS put on their academic records.

4. Persons having outstanding citations will not be allowed to purchase a permit or obtain a temporary permit until payment has been received. Outstanding citations can result in a person's vehicle being impounded should it be parked on University property.

VII. CITATION APPEAL PROCESS - To appeal a University parking citation:

Students may appeal a parking citation within 20 days of their issued citation date and can do so through the University Police Department, Parking Services website. The appeal will be assigned to the next appeal hearing and will be reviewed by the Student Appeals Committee,

which is comprised of judicial members from Student Government. The committee is made up of students appointed by Student Government.

A. Citations must be appealed within 20 days of their issued citation date (Game day parking citations are not appealable).
B. Persons may appeal the citation without making payment first; however a hold is placed on the student's record at the time the appeal is made.
C. An appeal is not permitted 21 days or more after the citation was issued.
D. Persons wishing to submit an appeal within the specified time frame may do so online at: https://permitsales.net/WTAMU
E. The appeal will be assigned to the next appeal hearing. An email will be sent to the appellant with the time and date.
F. Student appeals will be reviewed by Student Appeals Committee.
G. Staff and faculty appeals will be reviewed by Faculty/Staff Appeals Committee
H. The following reasons are NOT grounds for an appeal:

1. Lack of knowledge of the regulations;
2. Other vehicles were parking improperly;
3. Late to class/appointment;
4. This is my first citation;
5. Did not see a parking sign;
6. Inability to pay the amount of the fine;
7. Operation of vehicle by another person;
8. Disagreement with or disregard for traffic and parking regulations

I. If the appeal is accepted and waived, the hold will be released and the citation will be dismissed.
J. After the appeal has been heard, the appellant will be notified by email of the decision. If the citation appeal is rejected, the appellant has to pay the original citation amount within 30 days from the date the citation was issued. Unpaid citations will incur a $15 late fee.

VIII. BICYCLE, SKATEBOARD AND SCOOTER REGULATIONS

The following rules apply to roller skates, roller blades, bicycles, skateboards, mopeds, scooters 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 the bicycle racks provided and 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 for a $40 fine and/or be escorted from the WTAMU campus:

(1) Parked on sidewalk or lawn.
(2) Failure to park bicycles in racks where provided.
(3) Parked in any doorway, hallway, or exit from a building.
(4) Use of skateboards, roller blades, roller skates, or scooters where prohibited on University property.

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