

EAST TEXAS BAPTIST UNIVERSITY

Parking and Traffic Guide

2018 - 2019

The control of vehicle traffic on campus is a necessary part of the efficient operation of the University. During business hours, certain areas are adequate only for those vehicles necessary to University business.

The purpose of these regulations is to facilitate the safe and orderly conduct of University business and to provide parking facilities in support of this function within the limits of available space.

These rules and regulations are part of the rules and regulations of the University and as such are to be observed by members of the staff, faculty, and student body.

ETBU



**EAST TEXAS BAPTIST
UNIVERSITY**

ETBU

**Office of Security, Compliance,
and Accountability**

(903) 923-2323

Alternate Number

(903) 407-8189

Marshall Police Department

(903) 935-4575

Marshall Fire Department

(903) 935-4588

Emergency

911

Policy Statements

- A. In these regulations, the term campus includes all property under the control and jurisdiction of ETBU.
- B. Texas laws governing the use of motor vehicles, in addition to the following regulations, are effective at ETBU.
- C. The University assumes no responsibility for the care and/or protection of any vehicle or its contents at any time it is operated or parked on campus.
- D. The University reserves the right to remove and impound abandoned motor vehicles, or any vehicle found on campus without a permit, with unanswered parking tickets, with an unauthorized or altered permit, with no license plates, parked in a tow-away zone, or parked in such a way as to constitute a serious hazard to vehicles or pedestrian traffic or to the movement and operation of emergency equipment. The owner will be responsible for cost involved in removing, impounding, and storing such vehicles. The University will assume no responsibility for costs involved in removing, impounding, and storing of such vehicles. Further, the University will assume no responsibility for damages to those vehicles moved by the University.
- E. The University reserves the right to change any or all parts of these regulations as necessary, during the current academic year.

General Information

- A. These regulations are approved by the administration of ETBU.
- B. The Office of University Security has the responsibility and the legal authority for the enforcement of the traffic and parking regulations listed in this booklet.
- C. The University considers the use of a vehicle on campus a convenience and is not obligated to furnish unlimited parking space to accommodate all vehicles. The University will, however, attempt to provide a reasonable number of parking spaces in keeping with available resources.
- D. Every person operating a motor vehicle on University property is held responsible for obeying all University traffic and parking regulations, as well as all city and state parking and traffic regulations.
- E. The term "University property" is interpreted under the control and jurisdiction of the Board of Trustees of ETBU.
- F. The term "visitor" is interpreted to mean an individual with no official connection with ETBU as either a student, faculty, staff member, or employee of private contractors assigned to ETBU.
- G. Visitor parking is set aside for special interest areas of the University. These spaces may not be utilized by University personnel, students, employees, or private contractors assigned to ETBU. These spaces are reserved for visitors to the University. Visitors, whose visit will exceed 24 hours, should obtain a visitor parking permit from the Office of University Security located on the first floor of Marshall Hall, Room 106. Visitor spaces are reserved 24 hours a day, seven days a week.
- H. Handicapped parking is provided in several parking areas on campus. These spaces are reserved 24 hours a day, seven days a week for the holder of a handicapped parking permit. MPD and University Security may issue fines ranging from \$100 to \$500 for violations involving handicapped parking spaces.
- I. If a vehicle becomes disabled and cannot be parked in its assigned area, it must be reported to the Office of University Security. The fact that the vehicle is disabled will be recorded and an employee will either render assistance or authorize temporary parking. Temporary parking will only be authorized for 24 hours or less. If parking for a longer period is necessary, it must be renewed at 24 hour intervals. Temporary parking will not be authorized in areas that are not parking spaces (non-parking zones, etc.) or handicapped parking spaces.
- J. A permit may not be displayed on a disabled vehicle. For these purposes, a disabled vehicle is a vehicle that has been disabled for more than three weeks and may be towed from the University property.
- K. The term "loading zone" applies to University business-related deliveries or Physical Operations personnel who have business in those areas. Students loading and unloading vehicles may use this area, but must have flashers on to indicate temporary parking.

Vehicle Registration

- A. All faculty, staff, students (full or part-time), or employees of private contractors assigned to ETBU, who operate a vehicle on University property, regularly or occasionally, are required to obtain a parking permit. Vehicles are to be registered in the Office of University Security.
- B. The registration of all vehicles operated on campus is required, but registration in itself is no guarantee of a parking space near the place where one works, resides, or attends classes. The responsibility of finding a legal parking space rests with the vehicle operator and lack of space is not a valid excuse for violations of any parking regulations.
- C. A permit must be obtained for each academic year or portion thereof.
- D. Permits for the current academic year may be obtained at any time during the academic year. Persons may obtain permits for the next academic year beginning on or around June 15 of each year.
- E. A permit must be displayed on the vehicle no later than the first University business day that the vehicle is brought on campus.

- F. The permit must be displayed as designated by this manual. Only the permit for the current academic year should be displayed.
- G. Vehicles driven by students may not normally be registered in the name of a faculty or staff member. Students operating a vehicle registered in the name of a faculty or staff member must park in the student parking area and must have the appropriate resident or commuter permit displayed on the vehicle.
- H. Faculty, staff, employees of private contractors, and students changing permit status of a vehicle must obtain a new permit no later than the first University business day after the change takes place. If an identifying portion of the original permit is presented at the time of replacement, replacement permits will be issued for \$10.00 each. A vehicle should not be sold with the parking permit still displayed.
- I. Should a parking permit become mutilated or obliterated in any way, a new permit must be obtained from the Office of University Security.
- J. The permit holder or person/persons operating the vehicle on campus is held responsible for all violations. A citation is not excused on the plea that another person was driving the vehicle.
- K. Fees for vehicle registration:
 - 1. Student/Resident/Resident Spouse/Commuter Registration
 - a. Parking permits are \$100 for the entire academic year and \$50 for the spring semester only.
 - b. Replacement Permit - \$10
- L. Falsifying vehicle registration information may result in the loss of parking privileges and possible disciplinary action.

Required Display of Permit

Vehicle registration is not complete until a current registration permit is properly displayed as follows:

A. Proper Display

- 1. To be properly displayed, the permit must be permanently affixed in the position listed for vehicle type. Taping or clipping the permit is not considered permanent placement (except visitor or temporary permits).
- 2. Permits must be displayed on lower left corner of rear glass window.
- 3. Permits must be visible at all times.
- 4. Vehicles such as jeeps, convertibles, or others without a back glass must display the permit on the lower front driver's side windshield.
- 5. Motorcycle permits must be displayed on the back of the license plate.
- 6. Students are allowed to only have one permit (resident or commuter) per vehicle for each school year. If status changes, he or she must change their permit.

B. Permit Not Transferable

A permit is not transferable from the person to whom it is issued and a student permit is not transferable from the vehicle for which it is issued. Resale of parking permits is prohibited and will be considered an invalid permit and could result in disciplinary action.

C. Handicapped Permits

- 1. Handicapped Permits are issued by the County Tax Assessor-Collector in the Harrison County Courthouse.
- 2. Only vehicles displaying an issued Handicapped Permit may park in "Reserved for Handicapped" parking spaces.

D. Temporary Permits

Substitute Vehicle

If a vehicle other than the vehicle registered with the University must be parked on campus, a temporary permit must be obtained in the Office of University Security no later than the first University business day after the vehicle is brought on campus. These permits are free of charge to holders of regular parking permits and are valid for up to 10 days. Temporary permits must be hung from the rearview mirror.

Parking Regulations

ALL REGULATIONS APPLY 24 HOURS A DAY, 7 DAYS A WEEK.

- A. The University reserves the right to enforce parking and traffic regulations:
 - 1. Through the issuance of citations and the collection of fees for offenses through ETBU, the City of Marshall, and/or Harrison county regulations.
 - 2. Through the impoundment of vehicles in place, removal by towing of vehicles interfering with the movement of vehicular or pedestrian traffic, or vehicles involved in specified parking offenses.
 - 3. By the suspension or revocation of permits for repeated offenses.
 - 4. By barring readmission of any student for nonpayment of outstanding fees.
 - 5. By payroll deductions of fines from University employees.
 - 6. By withholding a student's official transcript and diploma.
 - 7. By other such methods as are commonly employed by city or state police in the control of traffic.

8. New parking permits may not be issued to persons with unpaid parking fines.
- B. Unpaid charges for parking offenses are recorded in the name of the person who has registered the vehicle with University Security or in the name of the person in whose name the vehicle is registered with some official State Motor Vehicle Registration Department or Agency.
 * NOTE: If a student has the same family name and/or home address as the registered owner, then the unpaid charges on non-permitted vehicles will be recorded in the student's name.
- C. All parking spaces designated for service vehicles, residence hall directors, visitors, and loading zones, regardless of the area in which they are located, are reserved 24 hours a day, seven days a week.
- D. All vehicles, except motorcycles, must park within a defined space in parking lots and streets.
- E. Vehicles are prohibited at all times from parking in reserved spaces without a proper permit, no parking zones, fire lanes, crosswalks, loading zones, service driveways, lawns, curbs, sidewalks, barricaded areas, or in any manner which obstructs the flow of vehicular or pedestrian traffic.
- F. Students, faculty, staff, and employees of private contractors at ETBU are expected to be familiar with and abide by these regulations at all times. The fact that a certain citation is not issued when a vehicle is illegally parked does not mean or imply that the regulation or law is no longer in effect.
- G. Any student receiving five or more total tickets or acquiring two or more tickets in a semester for parking in a fire lane or handicapped space will be subject to vehicle towing, may lose his/her parking privileges for the school year, and may be referred to the Office of Student Affairs for disciplinary action. The student parking regulations for the current academic year will be divided into two classifications.

Resident Students: Resident students who are living in residence halls will be allowed to park ONLY in the residence hall parking lots (unless otherwise designated) and all Open parking lots.**

Commuters: Commuters will be allowed to park on all University Streets (unless otherwise designated) and all Open parking lots.**

**The OPEN parking lots are for all students and include:

- Dean Healthplex Parking Lot
- Fred M. Hale Parking Lot
- Jarrett Library Parking Lot
- Keys Gym Parking Lot
- Murphy Science Building Parking Lot
- Ornelas Residential Hall Overflow Parking Lot
- Ornelas Spiritual Life Center Parking Lot
- University Apartments Overflow Parking Lot
- Feagin Hall Parking Lot

Resident and Commuter students are allowed to park in faculty/staff spaces between the hours of 5:00 p.m. - 7:00 a.m. ONLY.

Resident Director Spaces at residence halls are reserved for Resident Directors only at all times.

Beginning with the fall semester, warning tickets will be issued for the first week of classes. Thereafter, fines will be levied according to the offense.

H. **Color Codes are as follows:**

1. Red - Fire Lane - No Parking
2. Yellow - Loading Zone - No Parking
3. Blue - Reserved - Staff, Faculty, or Handicapped as indicated

Note: Other loading and no parking zones are marked with diagonal white stripes.

- I. The responsibility for obtaining knowledge of all laws and regulation enforcement rest with the motor vehicle operator.

Violations and Enforcement of Parking and Moving Regulations

A. No Permit: \$75.00 Fee

B. General Violations: \$20.00 Fee

1. Parking facing the oncoming traffic on a roadway.
 2. Failure to park properly within the lines of a parking space.
- Above parking controls will apply 24 hours a day, seven days a week.

C. Flagrant Violations

1. \$30.00 Fee
 - a. Parking in a reserved space without proper permit plus impounding fee if vehicle is impounded in place or tow fee if vehicle is removed by tow away.
 - b. Parking in a no parking zone plus impounding fee if vehicle is impounded in place or tow fee if vehicle is removed by tow away.
 - c. Parking in any manner which obstructs vehicular traffic plus impounding fee if vehicle is impounded in place or tow fee if vehicle is removed by tow away.

- d. Parking in any manner which obstructs a crosswalk plus impounding fee if vehicle is impounded in place or tow fee if vehicle is removed by tow away.
 - e. Parking in loading zone or service driveway plus impounding fee if vehicle is impounded in place or tow fee if a vehicle is removed by tow away.
 - f. Parking on campus while parking privileges are suspended plus impounding fee if vehicle is impounded in place or tow fee if a vehicle is removed by tow away.
 - g. Moving any barricade or parking within any barricade area plus impounding fee if vehicle is impounded in place or tow fee if a vehicle is removed by tow away.
 - h. Parking in assigned visitor area plus impounding fee if vehicle is impounded in place or tow fee if a vehicle is removed by tow away.
 - i. Violation of designated parking area plus impounding fee if vehicle is impounded in place or tow fee if a vehicle is removed by tow away.
 - j. Failure to properly display a valid parking permit plus impounding fee if vehicle is impounded in place or tow fee if vehicle is removed by tow away. Vehicles must be registered if the owner or operator is faculty, staff, student, or employee of a private contractor assigned to campus.
 - k. Operating a vehicle in a prohibited area.
 - l. Disregarding traffic signs.
- 2. \$50.00 Fee
 - a. Parking on any lawn, curb, sidewalk, or other area not set aside for parking plus impounding fee if vehicle is impounded in place or tow fee if a vehicle is removed by tow away.
 - 3. \$100.00 Fee
 - a. Parking in a fire lane plus impounding fee if vehicle is impounded in place or tow fee if a vehicle is removed by tow away.
 - b. Using a forged, altered, false, or fictitious permit plus impounding fee if vehicle is impounded in place or tow fee if a vehicle is removed by tow away.
 - c. Falsifying or altering vehicle registration information plus impounding fee if vehicle is impounded in place or tow fee if a vehicle is removed by tow away.
 - d. Parking in a "Reserved for Handicapped" parking space without displaying a proper permit plus impounding fee if vehicle is impounded in place or tow fee if vehicle is removed by tow away.

D. Citations for Parking and Traffic Violations

- 1. Citations will be issued to vehicles based on University policy as stated in the Parking and Traffic Guide.
- 2. Citations must be paid/appealed within 10 business days from date of issue. After 30 days, the full fine assessment will be due and payable. Appeal forms are available on the University Security website at https://www.etbu.edu/files/2714/8604/8438/Parking_Citation_Appeal_Form.pdf
- 3. Fees for parking violations may be paid in the Business Office between 8:00 a.m. and 5:00 p.m. Monday through Friday.
- 4. Students may check on their parking fines anytime at the Office of University Security. Fines will be posted on student accounts in the month the fine is assessed.

E. Impoundment

- 1. A vehicle may be impounded in place if:
 - a. it is engaging in a violation; or
 - b. the owner or operator cannot be determined.
- 2. A vehicle impounded in place will be released if:
 - a. the owner or operator pays for all outstanding citations on the vehicle plus a fee of \$30.00.
 - b. the Office of University Security authorizes the release of the vehicle.

*There will be a \$100.00 fine for unauthorized removal of wheel lock device and other disciplinary actions.

F. Tow Away

- 1. A vehicle impounded in place may be towed away if:
 - a. disposition of all citations for the vehicle is not made within six hours of the impoundment.
 - b. the owner or operator removes or attempts to remove the impounding equipment attached to the vehicle.
- 2. A vehicle may be towed away if the owner or operator:
 - a. parks in any manner which obstructs vehicular traffic;
 - b. parks in any manner which obstructs a crosswalk;
 - c. parks in a loading zone or service driveway;
 - d. parks in a no parking zone;
 - e. parks in a fire lane;
 - f. parks in a tow away zone;
 - g. parks on campus while parking privileges are suspended;
 - h. moves any barricade or parks in any barricaded area;
 - i. parks in a reserved space without displaying a proper permit;

- j. parks in a "Reserved for Handicapped" space without displaying a proper permit;
 - k. violates the terms of a conditional release;
 - l. parks in violation of the directions of a traffic control officer;
 - m. is engaging in a violation and has been previously impounded during the current academic year;
 - n. parks in a space reserved for visitors;
 - o. parks in a space reserved for faculty, staff, or other persons;
 - p. parks in violation of lot or area designation;
 - q. parks on campus with no permission and/or while having no direct reason for being on campus;
 - r. has received five or more citations during the current semester, receives more than \$200 in traffic fines, or receives more than two fire lane citations.
3. A vehicle that has been removed by tow away will be released if:
 - a. the owner or operator of the vehicle pays the fees for all outstanding citations on the vehicle plus a wrecker service fee and storage charges.
 - b. the Office of University Security authorizes the release of the vehicle.
 4. When the removal of a vehicle by tow away has been authorized and the wrecker called, the vehicle is considered towed at that time, if the owner or operator of the vehicle appears before the vehicle has been removed, it may still be towed away. The vehicle may be released without towing if the owner or operator:
 - a. presents proof of the proper disposition of all outstanding citations on the vehicle;
 - b. pays the wrecker driver a fee in lieu of towing.

G. Suspension of Parking Privileges

1. Parking and Traffic Regulations and Information are rules adopted by the Texas Education Code. Vehicles operated on the properties of the University are required by law to comply with University Parking and Traffic Regulations and Information. Notices of parking violations may constitute a suspension of parking privileges and any fee assessed is for reinstatement of parking privileges for operators of vehicles registered with the University. All violations involving registration of vehicles operated on the properties of the University are violations of the law and University Parking and Traffic Regulations and Information. Disposition of these citations at the University is a privilege extended by the University which may be withdrawn at the University's option.
2. Violations of suspension of parking privileges will result in impoundment in place or removal of the vehicle by tow away.

H. Appeal of Citation

If a person receives a citation and believes it is unwarranted, he or she may enter a plea of not guilty on a traffic appeal form. Appeals must be made within 10 days of issuance of citation. Student citations will be appealed to University Security. The Parking Citation Appeal Committee will review the appeal and either grant or deny the appeal. The decision of the committee is final.

Bicycle Registration and Regulations

- A. The University does not require the registration of bicycles. However, owners are encouraged to have bicycles marked for identification purposes.
- B. Regulations
 1. Every person operating a bicycle on University property must give the right-of-way to pedestrians at all times, keep to the right of the roadway and obey all traffic signals. Bicycles may not be operated on sidewalks or other places not designed for vehicular travel.
 2. Bicycles may not be parked on sidewalks or in University buildings at any time. Bicycles are to be parked in bicycle racks or chained to light poles or other stationary structures. Bicycles may not be left on porches or walkways and may not be chained to trees, shrubs, art objects, handrails, or stairways.

Note: Bicycles parked in violation may be impounded and stored at Physical Operations and a \$10.00 fee charged for release.

Traffic Regulations

A. Speed Limits

The speed limit within the campus area is 20 MPH unless otherwise posted. The speed limit for all parking lots is 10 MPH.

B. Moving Violations

All vehicles driven on ETBU property are subject to all University traffic regulations, State of Texas Motor Vehicle Codes, and City of Marshall Motor Vehicle Laws. Moving violations may be issued on a City of Marshall Traffic Citation, filed in the Office of the Justice of the Peace, Precinct No. 5, Place 1, or on ETBU moving violations citations.

C. Right-of-Way.

Pedestrians have the right-of-way at all marked crosswalks. Motor vehicle operators must yield the right-of-way to pedestrian traffic in marked crosswalks.

D. University Parking Permits

Parking Permits may be denied or suspended from vehicles displaying vulgar or obscene bumper stickers or other offensive material.