
Traffic, Parking and Safety Regulations



UT Tyler[™]

THE UNIVERSITY OF TEXAS AT TYLER

Table of Contents

SECTION I: GENERAL PROVISIONS 4

 General 4

 Administration and Enforcement 5

 Vice-President of Student Affairs: 5

 The University of Texas at Tyler Police Department 5

 University Parking Appeals Board 5

 Authority 5

 Proof 5

 Responsibility 5

 Collection Methods 6

SECTION II: DEFINITIONS 6

SECTION III: TRAFFIC REGULATIONS 8

 Compliance 8

 Special Instructions 8

 Temporary Restrictions 8

 Speed Limits 8

 Traffic Obstruction 8

 Vehicles in Buildings 8

 Sidewalks, Grass, or Shrubbery 8

 Passenger Pick-Up and Drop-Off 8

 Pedestrians 8

 Service Roads/Walkways 8

SECTION IV: PARKING REGULATIONS 8

 General 8

 Use of Parking Permits 8

 Parking Permit Requirements 8

 Manner of Parking 9

 Loading Zones 9

 Disabled Parking spaces 9

 Disabled Veteran Parking 10

 Visitor Parking 10

 Emergency Vehicle Parking 10

 Abandoned Vehicles 10

SECTION V: PARKING PERMITS 10

 Issuance of Permits 10

Placement of Permits	10
Classes of Permits and Eligibility	11
Faculty/Staff Permits:	11
Student Permits:	11
Resident Permits (Student Housing):	11
Temporary Permits:.....	11
Display of Permits.....	12
Surrender or Removal of Permits.....	12
Expiration of Permits.	12
Payment of Permit Fees	12
Lost/Stolen Permits.....	12
Permit Refunds.....	14
Exchange/Replacement of Permits	14
Permit Misuse	14
SECTION VI: ENFORCEMENT	13
Parking and Traffic Citations	13
Failure to Discharge Court Appearance Citations	13
University Citations	13
Appeals from University Citations	13
Initial Review of Appeal.....	14
Appeals Board.....	14
Failure to Pay Citation Charges	14
Vehicle Immobilization or Impoundment.....	14
No Defense.....	15
SECTION VII: CITATIONS AND FEES	16
SECTION VIII: PARKING FEE SCHEDULE	17

**ANY AND ALL PREVIOUS PARKING REGULATIONS
ARE SUPERSEDED BY THESE REGULATIONS**

August 1st, 2021

SECTION I: GENERAL PROVISIONS

General:

Pursuant to the authority granted by Sections 51.201 et seq., 54.005, 54.505, 65.31, and 71.04 of Title 3 of the Texas Education Code, and Rules and Regulations of the Board of Regents of The University of Texas System, these *Traffic, Parking and Safety Regulations* are promulgated to regulate and control parking and traffic and the use of parking facilities, to provide for the issuance of parking permits, and to provide for jurisdiction over offenses. These regulations and procedures apply to any person who walks, drives, or parks a vehicle on university property at The University of Texas at Tyler, The University of Texas at Tyler Longview campus or The University of Texas at Tyler Palestine campus (hereafter collectively referred to as UT Tyler). These rules and regulations are supplementary to applicable ordinances of the Cities of Tyler, Longview, Palestine, and the statutes of the State of Texas that govern pedestrians and the use of motor vehicles and bicycles.

UT Tyler is a “Parking by Permit Only” campus. The operation of a motor vehicle or bicycle on university property is a **PRIVILEGE** granted by the university and is not an inherent right of any faculty/staff member, student, or visitor. All faculty/staff, students, and visitors who park on university property must have a valid UT Tyler issued parking permit or temporary parking permit displayed on their vehicle parked on campus. There is a ten (10) day grace period that begins on the first class day of each semester to obtain **and** properly display a valid UT Tyler parking permit. Permit **must** be displayed any time vehicle is on campus – simply having purchased a permit will **not** prevent appropriate prosecution if permit is not displayed properly. Permits purchased are valid for all included semesters until the permit expires.

Permits from other Universities, Junior Colleges, or other UT institutions are not valid for the purposes of parking at the UT Tyler campuses. UT Tyler parking permits signify that an individual has been granted the privilege of parking a vehicle on university property but does not guarantee a parking place on campus.

The university assumes no liability and/or responsibility for damage to or theft of any vehicle parked or driven on campus. The university assumes no responsibility or any duty to protect any vehicle or its contents at any time the vehicle is operated or parked on the 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 university.

These regulations are in effect at all times on university property. Controlled parking areas include all parking lots on campus. Signs or pavement markings have been placed to designate these parking areas. Handicap parking spaces are reserved 24 hours a day and may only be used by designated persons displaying the appropriate current license plate or placard according to State law and a valid UT Tyler parking permit.

Spaces for faculty/staff and visitors are reserved from 8:00 am – 5:00 pm Monday through Friday. After 5:00 pm, these areas are available for open parking with a valid UT Tyler parking permit.

Special RESERVED spaces are marked with either the job title of the person, the department name, or other specific wording and or numbering that indicate authorization to occupy those spaces. These spaces are reserved Monday – Friday from 8:00 am – 5:00 pm. Unauthorized vehicles parked in these spaces during the specified hours will be cited and will be subject to booting and/or towing and any fees associated with enforcement. After the specified hours, these spaces are available for open parking with a valid UT Tyler parking permit.

Areas are available in certain lots for motorcycle parking and motorcycles should park in these areas. Automobiles are prohibited from parking in designated motorcycle parking areas. Motorcycles may occupy automobile spaces if all motorcycle parking is full.

Visitors are welcome to the campus and special parking spaces are provided for them. Temporary permits should be obtained through the parking portal, from the hosting department, or from the University Parking Department when visiting campus. Visitor/temporary permits should be placed on vehicle dashboard or inside front windshield so that it is completely visible. This permit identifies the person as a visitor on the campus and prevents the inconvenience of a citation being issued for not having a permit. Legitimate visitors who do not have a visitor permit displayed on their vehicle may be issued parking citation(s).

Administration and Enforcement of these Regulations:

The Executive Vice-President of Administration/Chief Business Officer:

The Executive Vice-President of Administration/Chief Business Officer or designee is responsible for reviewing operational guidelines and to make recommendations to the President for the development of and revisions to these regulations as are necessary to ensure an efficient parking and traffic system.

The University of Texas at Tyler Parking Department:

The UT Tyler Parking and Transportation Department is authorized to enforce these regulations at any time or under any circumstances deemed necessary. UT Tyler Police Officers may issue university traffic citations or court appearance citations enforceable in municipal court. The Chief of Police may void traffic citations only when convincing evidence or unusual circumstances exist prior to the citation being submitted to municipal court. The Executive Director of Parking may void parking citations when convincing evidence or unusual circumstances exist prior to submitting to the University Parking Appeals Board or municipal court. Failure to discharge a court appearance citation may result in the issuance of an arrest warrant.

University Parking Appeals Board:

The University Parking Appeals Board is composed of six members consisting of three UT Tyler faculty/staff members and three UT Tyler student members. The appeals board's charge is to review submitted appeals from persons receiving a university citation. The board may uphold the citation, reduce the citation to a lesser included offense, reduce the citation to a warning, or invalidate the citation. The decision of the Appeals Board is final and no additional appeals for that citation will be accepted. Appeals may be submitted through the UT Tyler Parking Portal. See Student Affairs Manual of Policies and Procedures, Chapter 12 for additional information.

Authority:

The Office of Parking and Transportation and the UT Tyler Police Departments are authorized to enforce these regulations:

- A.** Through the issuance of university citations and collection of enforcement fees;
- B.** Through the impoundment of vehicles interfering with the movement of vehicular, bicycle, or pedestrian traffic, blocking a sidewalk or space for those with disabilities, occupying a reserved space, loading dock, ramp, crosswalk, entrance, exit, fire lane, or aisle in violation of parking policies;
- C.** Through the impoundment or booting of vehicles for unpaid citations, enforcement fees or display of a lost, altered, or stolen parking permit;
- D.** By the suspension, revocation, or denial of campus driving privileges, parking permit, and access privileges to those with overdue charges or who have violated these regulations;
- E.** By withholding degree and official transcript of any student for non-payment of outstanding charges in accordance with university policy;
- F.** By disciplinary action against faculty/staff or students who fail to abide by these regulations;
- G.** By such other methods commonly employed by city governments or state agencies in control of traffic regulation enforcement.

Proof:

The issuance of a citation reflecting the existence of any parking or traffic control device, sign, signal, or marking at any location on university property shall constitute prima facie evidence that the same was in existence and was official and installed under the authority of applicable law and these regulations. When any person is charged with having stopped, parked, and left standing a motor vehicle on the campus, in violation of any provision of these *Traffic, Parking and Safety Regulations*, proof that said vehicle was, at the date of the offense, bearing a valid university parking permit shall constitute prima facie evidence that said vehicle was then and there stopped, parked, and left standing by the holder of the parking permit.

Responsibility:

A. The person to whom a university parking permit is issued is responsible for any citation issued with respect to a vehicle displaying that permit or a vehicle registered through the university by that person.

B. If the vehicle does not display a valid university parking permit and is not registered through the university to any university permit holder, then the person to whom the vehicle is registered through the Texas Department of Transportation at the time of issuance of the citation, that individual's university affiliate (faculty, staff, or student) is responsible for the citation.

C. If no affiliate is identified, the registered owner/s of the vehicle, as identified through the Texas Department of Transportation, will be held responsible for payment of any citation and enforcement fees.

Collection Methods:

The university may arrange for collection of debts due to the university pursuant to these regulations in the following manner:

A. Parking permit payments may be deducted from faculty/staff payroll checks with the employee's permission. Faculty/staff are responsible for monitoring their paychecks to ensure that proper deductions are being made for their parking permit.

B. A hold will be placed against anyone having past due debts, outstanding citations, and/or enforcement fees.

C. No parking permit, including a temporary permit, will be issued to any individual who has outstanding debts under these regulations or otherwise in accordance with university policy or standards. Failure to pay outstanding debts and being unable to obtain a permit is not a valid defense to park without a permit.

SECTION II: DEFINITIONS

The following defined terms are in addition to the definitions and terms of the Texas Motor Vehicle Laws, which apply on university property.

1. BUSINESS DAY: Days that UT Tyler is open for normal business. This excludes weekends and UT Tyler Staff Holidays listed by the UT Tyler Office of Human Resources.

2. BUS STOP: A no-parking area where buses stop to pick up and drop off passengers, as indicated by signs or curb markings.

3. CAMPUS or UNIVERSITY PROPERTY: The property under the control of The University of Texas at Tyler including the UT Longview and UT Palestine campuses.

4. CONTRACT EMPLOYEE: Any person employed by a business, but not affiliated with UT Tyler as faculty, staff, or student, which has contracted to operate a business, or service function of the university. In order to park on campus these individuals must have no unpaid university tickets and purchase a parking permit.

5. COURT APPEARANCE CITATION: Those issued by UT Tyler Police Officers constituting a summons to appear in either municipal court or a justice court. Failure to discharge a court appearance citation may result in the issuance of an arrest warrant.

6. DRIVER or VEHICLE OPERATOR: Anyone who drives, operates, or is in actual physical control of a vehicle on university property.

7. FACULTY/STAFF: Any person employed at the university, regardless of whether the person is employed with or without salary, including adjunct faculty and assistant coaches. This includes contract employees not directly employed by

UT Tyler (see above definition of contract employee). Human Resources will advise if a person is considered an employee and eligible to obtain a faculty/staff parking permit if any questions arise. Student workers and teaching assistants are not eligible for a faculty/staff permit.

8. FLAGRANT VIOLATIONS: A clear and obvious violation of these rules and regulations including but not limited to possession of a lost, stolen, or altered permit; possession of a permit by someone other than the original purchaser; receipt of three (3) or more citations within one academic semester; parking in marked RESERVED spaces, or any violations that substantially impact the daily operations of the university or the health and safety of others.

9. NO PARKING AREAS/ ZONES: Red or yellow curbs, diagonal stripes (Zebra stripes) including the areas adjacent to handicap parking spaces to allow handicap access to/from vehicle (will be cited for parking in handicap area); loading zones; “No Parking” painted on surface, **curbs**, and “No Parking” signs at bus stops.

10. OFFICIAL VISITOR: An individual who is not eligible for an annual university parking permit and who comes to campus to conduct important business or to render an important service to the university.

11. PARKING PERMIT: Permit issued by The University of Texas at Tyler that authorizes parking on university property.

12. PARKING SPACE: An area designated for vehicle parking by pavement or curb markings, or signs. Any area not so marked is not a valid parking space.

13. STUDENT: Any person who is currently enrolled at the university (including special students, part-time students, auditing individuals, teaching assistant students, graders, online students, and research assistants).

14. UNIVERSITY: The University of Texas at Tyler (UT Tyler) including UT Longview and UT Palestine locations.

15. UNIVERSITY HOUSING: Facilities on the university campus that provide housing for students, including Patriot Village, University Pines, Ornelas Residence Hall, Eagle’s Landing, The Reserve and Victory Village

16. UNIVERSITY PARKING CITATIONS: Those parking citations subject to university administrative enforcement charges and a right to appeal within university procedures as outlined in these regulations.

17. VEHICLE: Includes all motorized or non-motorized vehicles including but not limited to automobiles, buses, trucks, trailers, motorcycles, motor scooters, motorbikes, mopeds, bicycles, golf carts, club cars, and tractors.

18. VENDOR: An individual or company not affiliated with the university that provides goods or services to the university.

19. VISITOR: Any person who does not meet the definition of Faculty/Staff, Contract Employee or Student.

SECTION III: TRAFFIC REGULATIONS

1. Compliance: Every vehicle operator shall comply with these regulations, State law, and all traffic control devices at all times, unless otherwise specifically directed by UT Tyler Parking and Police Departments. State and local laws pertaining to operation of a motor vehicle, bicycles, and pedestrians on public streets apply on the campus and streets owned and operated by the university.

2. Special Instructions: No person shall fail to comply with any instruction related to traffic or parking given by a university Police Officer, Guard/Public Safety Officer, or Parking Enforcement Assistant.

3. Temporary Restrictions: The Executive Director of Parking and Transportation is authorized to temporarily implement restrictions that govern parking and traffic relating to construction, emergency situations, or special events on campus. Notice of such restrictions may be given by the posting of temporary signs, traffic cones, barriers, or in any other area deemed appropriate.

4. Speed Limits: 20 mph on campus roads, 10 mph in parking lots and service drives is the maximum speed limit, at all times, unless otherwise posted.

5. Traffic Obstruction: No person shall park or bring to a halt on the campus any vehicle in such a manner as to interfere with normal vehicular or pedestrian traffic or jeopardize safety or university property.

6. Vehicles in Buildings: With the exception of wheelchairs, ADA scooters, or other devices specifically authorized by rule or policy, no person shall place, use, park, or otherwise leave a vehicle within any university building.

7. Sidewalks, Grass, or Shrubbery: No person shall drive or park a vehicle on a sidewalk, walkway, patio, plaza, grass, shrubbery, or any unmarked or unimproved ground area unless such areas are signed and marked for driving or parking except as specifically authorized or directed by UT Tyler Physical Plant or UT Tyler Parking Department. UT Tyler Parking Department.

8. Passenger Pick-Up and Drop-Off: No person shall stop a vehicle on any street, alley, or driveway on the campus for the purpose of picking-up or dropping-off a pedestrian. Parking is prohibited on all streets and roadways unless marked parking spaces exist or if directed by UT Tyler Police and Parking Department personnel. Passengers shall be loaded or unloaded in parking areas.

9. Pedestrians: Pedestrians have the right-of-way at marked crosswalks, in intersections, and on sidewalks extending across a service drive, building entrance, or driveway. Pedestrians crossing a street, at any point other than within a marked crosswalk or within an unmarked crosswalk at an intersection, shall yield the right-of-way to all vehicles on the street. No pedestrian shall stand on the traveled portion of any street, alley, or driveway in such a manner as to obstruct or prevent the free flow of traffic.

10. Service Roads/Walkways: The service roads/walkways are to be used by authorized vehicles only. Unauthorized personnel wishing to use the service roads/walkways must contact the University Police for approval.

SECTION IV: PARKING REGULATIONS

1. General: A vehicle operator shall park only in a parking space as authorized by the parking permit displayed or as otherwise specifically authorized by the UT Tyler Parking Department. Faculty or staff members do not have the authority to permit people to park in areas that are not authorized without first obtaining permission from the UT Tyler Parking Department.

2. Use of Parking Permits: No person shall lend, sell, or otherwise allow another person to use their permit, except as specifically authorized by these regulations.

3. Parking Permit Requirements: A valid parking permit is required at all times on campus (including but not limited to after 5:00 pm, weekends, holidays, closures, etc.)

4. Manner of Parking:

No person shall:

A. Park without a current UT Tyler parking permit except as specifically authorized by UT Tyler Parking Department.

B. Park a vehicle such that it occupies portions of more than one parking space. Parked vehicles will be positioned so that the whole of the vehicle is located within boundaries of the parking space. All UT Tyler parking spaces are standard size and all oversize vehicles must occupy only one space. The fact that other vehicles are parked improperly or a vehicle is oversize shall not constitute a defense for parking with any portion of the vehicle over the line.

C. Park a vehicle with the left wheels to the curb unless parked on a one-way street.

D. Park a vehicle against a curb or median regardless of markings unless otherwise directed to do so by a member of UT Tyler Parking Department.

E. Double park a vehicle.

F. Park a vehicle in a manner that obstructs "Disabled" parking spaces/access, walkways, driveways, ramps, loading docks, or marked crosswalks.

G. Park any vehicle on a sidewalk, walkway, patio, plaza, grass, shrubbery, or any unmarked or unimproved ground area.

H. Park a vehicle or permit a vehicle to stand in or block access to any area designated as a fire lane or 15 feet in either direction of a fire hydrant. Fire lanes are designated by posted signs and/or yellow or red painted curbs. Any emergency authorization for use of fire lanes must be obtained through UT Tyler Police Department.

I. Park a vehicle in a no parking zone.

J. Park a vehicle in an area designated as a bus stop.

K. Park in a space with a barricade, remove or relocate a barricade, except as specifically authorized by UT Tyler Parking and Transportation or UT Tyler Police Departments.

L. Park a trailer, recreational vehicle, or mobile home on university property unless specifically coordinated and approved by UT Tyler Parking Department.

M. Park or store a bicycle except at designated bicycle parking areas.

5. Loading Zones: Vehicle operators may park in a Loading Zone (LZ) for 15 minutes to load/unload a vehicle. Once the loading/unloading process has been completed or the time limit has expired, the space must be vacated.

6. Disabled Parking spaces: In accordance with State law regulating the use of "Disabled" parking spaces, any person using these spaces must be the person with the disability or transporting the person with the disability in order to use these spaces. No person shall park a vehicle in a "Disabled" space without a university permit and a valid State disabled placard or license plate. Placards and license plates are issued at the office of the County Tax Assessor. Persons with disabilities whose vehicles display valid disability license plates, permits, or placards issued by the State of Texas, and disability plates, permits, and placards issued by other States are authorized to park in these spaces.

7. Disabled Veteran Parking: Texas Senate Bill 1061 grants access to disabled parking spaces to disabled veterans at institutions of higher education. This provision applies to disabled parking spaces and a current UT Tyler parking permit must be displayed. No fee is charged to disabled veterans for the UT Tyler parking permit. UT Tyler will ask for a disabled veteran license plate number, or disabled placard, their driver's license, and military ID to verify the information. Other disabled individuals are required to purchase a permit as listed on the UT Tyler Parking Fee Schedule.

8. Visitor Parking: Official Visitors (individuals not eligible for an annual university parking permit and who visit campus to conduct important business or to render an important service to the university) may be offered no-cost visitor permits, not to exceed three consecutive weeks without the specific permission of the UT Tyler Parking and Transportation Department.

9. Emergency Vehicle Parking: Emergency vehicles are exempt from the provisions of these regulations when being operated in their official duties or in response to an emergency situation.

10. Abandoned Vehicles: The University Police may deem a vehicle parked on university property for more than 48 hours without a valid UT Tyler permit to be abandoned and may remove such vehicle as provided in Section 683.001 – 683.078 of The Texas Transportation Code.

SECTION V: PARKING PERMITS

1. Issuance of Permits: The UT Tyler Parking and Transportation Department may issue a parking permit to any eligible faculty/staff or student of the university and vendors or contractors operating on the campus upon payment of the appropriate fee, if any. A parking permit will be issued upon payment of the parking permit fee payable online through the parking portal. All permits (students, faculty, staff), should be picked up in person at the One Stop Center located on second floor of the STE Building. The permit holder should provide a photo identification and a proof of purchase from the parking portal.

An individual is authorized to purchase additional permits at the same cost as the initial permits according to the Permit Fee Schedule. One permit will be issued per permit fee. Sharing of permits is not allowed. Individuals are responsible for any violation(s) issued to a permit registered to them.

Faculty/staff who have vehicles registered to them but driven by a child or spouse to visit campus should advise those individuals to park in student parking. A vehicle displaying a valid UT Tyler permit should not park in visitor areas from 8 am to 5 pm weekdays. Vehicles registered to a student that display a faculty/staff parking permit provided by a parent that is parked in faculty/staff areas but not transporting a faculty/staff member are subject to a citation.

2. Placement of Permits: Permits must be placed in the approved manner and area on the vehicle. No taping, gluing, or mounting at any other location is permitted without UT Tyler Parking and Transportation Department approval. Permits must be displayed from the rearview mirror of the vehicle facing outwards at all times while parked on campus as demonstrated below. (Those displaying a handicap placard must display the parking permit on the driver's side dash face up so that the permit may be easily seen and identified.)

Permits for motorcycles and bicycles must be permanently affixed on the motorcycle or bicycle in a location readily visible and approved by the University Police.



3. Classes of Permits and Eligibility:

A. Faculty/Staff Permits:

These permits are issued to vendors or contractors operating on the campus and faculty/staff employed by the university either full-time or part-time. These permits allow parking in areas designated for faculty/staff or student. (Teaching Assistants and Student Workers are not considered Faculty/Staff.)

B. Student Permits:

These permits are issued to persons who are currently enrolled at the university. Students are not to park in areas or spaces designated as faculty/staff, reserved, or visitor until after 5 pm.

1. Resident Permits (Student Housing):

Student Resident permits have special designation to limit their parking to their resident lots Monday through Friday from 8 am to 5 pm. Students with these permits who park in other lots during these restricted times will be cited for ***Violation 103- Parking in area not designated by permit***. After 5:00 pm, during the summer semesters and on all weekends, this restriction is not enforced due to ample parking on campus.

C. Temporary Permits:

Temporary Permits are issued for specific time periods or special events generally not to exceed three (3) consecutive weeks duration. These permits may be issued by different representatives of the university with the approval of the UT Tyler Parking Department. The permit will expire on the date listed on the permit or when the last day of the special event is held, whichever comes first. The permit is placed inside the vehicle in an approved location. Temporary permits should be obtained from the hosting department, in person at the One Stop Center, or online through the UT Tyler Parking Portal, when visiting campus. Temporary permits ***shall not*** be issued to enrolled students who have not purchased a current permit or have outstanding citations.

D. Bicycle Permits:

Bicycle permits are required at all times. Any bicycle found on campus without a permit is subject to a citation and will be removed and relocated until the owner is identified. Permits are free of charge and can be obtained from the University of Texas at Tyler Police Department or, if living in on campus housing, can be obtained during move in or at any time during the semester by visiting your designated housing front office.

4. Display of Permits: Permits shall be affixed on the vehicle in the manner and location provided in the *Traffic, Parking and Safety Regulations* each academic year (September 1 - August 31). A permit holder who fails to properly display their permit will be issued the appropriate citation(s). Failure to display a purchased permit does not constitute a defense and may not be appealed as it is the permit holder's responsibility to ensure display.

5. Surrender or Removal of Permits:

A. Termination of Relationship with UT Tyler: A permit holder should remove their permit when the permit holder's relationship with the university terminates. Permits not removed remain active until the expiration date printed on the permit and the permit holder is responsible for any citations issued to that permit. A hold may be placed on the permit holder's account for citations issued even after the permit holder has terminated their affiliation with the university.

B. Permit holders are required to remove and surrender their permit:

1. When there is a change in ownership of the vehicle
2. When a replacement permit has been issued
3. Upon revocation of the permit holder's parking privileges on campus
4. Status change (student becoming employee, on campus resident moving off campus, etc.)

6. Expiration of Permits: Permits expire on the date listed on the face of the permit.

7. Payment of Permit Fees: When an application is made for a permit, the fee charged will be for the entire current permit period. Summer academic sessions will be prorated according to the Parking Fee Schedule. See the Parking Fee Schedule for specific permit fees. Permits may be purchased with the following payment methods:

A. Payroll deduction (for eligible, faculty/staff only)

B. American Express, MasterCard, Visa, or Discover online through the parking portal

- Student's have the option to charge their permit fee to their student account when ordering the permit online. This charge will then be exported to their university student account for payment. **The permit cannot be picked up until the fee has been paid in full.**

8. Lost/Stolen Permits: A permit holder shall immediately report to UT Tyler Parking and Transportation Department any lost/stolen permit. Any person reporting a permit stolen shall file a Theft report through the University Police Department prior to being issued a replacement permit. Lost permits should be reported to the UT Tyler Parking and Transportation Department and may be replaced by paying the permit fee based on the Parking Fee Schedule. Any permit recovered after reporting it lost/stolen must be returned to the UT Tyler Parking and Transportation Department immediately. Use of a permit that has been reported as lost/stolen is subject to fines and penalties as described in these regulations.

9. Permit Refunds: No refunds will be issued for any permit purchased. Anyone who is no longer affiliated with the university should remove their permit. Permits not removed remain active until the expiration date printed on the permit and the permit holder is responsible for any citations issued to that permit. A hold may be placed on the permit holder's account for citations issued even after the permit holder has terminated their affiliation with the university.

10. Exchange/Replacement of Permits: Permits may be exchanged for an alternate permit for which a person is eligible, based on a change in status (student becoming employee, on campus resident moving off campus, etc.), by presenting official paper work proving the change of status and exchanging the original valid permit. The current valid permit must be returned in order to receive a replacement permit at no charge.

11. Permit Misuse: Misuse of any permit shall result in confiscation of the permit, and a permit may not be re-issued to that individual depending on the circumstances regarding the misuse. For these purposes, the resale of permits is considered misuse. If it is discovered that a permit has been or is in the process of being resold the permit shall be invalidated. UT Tyler Parking and Transportation Department is authorized to suspend campus parking and driving privileges on university property for any person whose vehicle is cited for displaying a lost, stolen, or altered permit, or any UT Tyler parking permit not issued in accordance with these regulations. Students will be referred to the Office of Residence Life and Judicial Affairs. Faculty/Staff will have the matter forwarded to the appropriate Dean, Director, or Department Head for disciplinary action. Violators who are found in possession of additional permit(s) without paying the appropriate fee, lost, stolen, or altered permit shall also pay the cost of the permit they fraudulently used. Failure to pay the fee will result in a hold being placed on the person's account.

SECTION VI: ENFORCEMENT

1. Parking and Traffic Citations:

A) Issuance: Any person violating these regulations may receive a citation.

B) UT Tyler Authority: UT Tyler Police Officer, Guards/Public Safety Officers, Parking Enforcement Assistant, and other designated UT Tyler individuals are authorized to write university parking citations.

C) UT Tyler Police Authority: UT Tyler Police Officers are authorized to issue university citations and court appearance citations for violation of these regulations. It is the general policy of the university to issue court appearance citations only for moving violations and for any violation when the individual's driving or parking privileges have been suspended, or a vehicle does not display a valid UT Tyler permit, although UT Tyler police may issue a court appearance citation for any appropriate violation.

2. Failure to Discharge Court Appearance Citations: Failure to discharge a court appearance citation may result in the issuance of an arrest warrant.

3. University Citations: University citations are issued for offenses listed in Section VII: Citations and Fees. Any person receiving a university citation must remit the amount of the charge or submit an appeal through the online parking portal within 14 days (10 business days) after issuance of the citation. Any towing, booting, and/or storage fees for removal of an impounded or immobilized vehicle or bicycle must be paid regardless of whether an appeal has been submitted and/or granted.

4. Appeals from University Citations: Any person issued a university citation may appeal the citation to the University's designated Appeals Board within fourteen (14) calendar days (10 business days) of the citation's issuance date by completing the appeal submission through the online parking portal. Appeals not filed within this timeframe will not be accepted. Appeals mistakenly accepted outside the approved timeframe will not be forwarded to the Appeals Board and the person submitting the appeal will be notified. Boot Administrative citations and towing or storage fees are not eligible for appeal.

5. Initial Review of Appeal: The Chief of Police may review and void citations only when convincing evidence or unusual circumstances exist prior to the citation being submitted to the University Parking Appeals Board. The Executive Director of Parking and Transportation may review and void citations for parking violations only when convincing evidence or unusual circumstances exist prior to the citation being submitted to the University Parking Appeals Board.

6. Appeals Board: If a citation is not voided in the initial review by the Chief of Police or the Executive Director of Parking and Transportation, the appeal will be heard by the University's Parking Appeals Board and will be "on the record." That is, the appellant will not appear in person. The person's appeal stands on the basis and merit of their written account of the reason(s) or circumstances present when the citation was issued, and any comment made by the issuing university representative regarding the citation. Neither the appellant nor the university representative issuing the citation appears at the Appeals Board. The Appeals Board is unbiased and renders decisions based on the Traffic, Parking, and Safety Regulations. The decision of the Appeals Board is final and no further appeals for that citation will be accepted.

7. Failure to Pay Citation Charges: Failure to pay or appeal the citation within 14 calendar days (10 business days) of citation issuance will result in a \$20 late fee per violation. Unpaid citations can result in financial holds being placed on your account. A hold can cause the loss of parking/driving privileges on the campus or prevent students from registering for classes and from receiving grades, refunds, official transcripts, or diploma.

8. Vehicle Immobilization or Impoundment: UT Tyler Police Department or the Parking and Transportation Department may immobilize (boot) or impound (tow/relocate to a storage area) the vehicle of any person who accumulates three (3) or more unpaid parking or traffic citations and/or accumulates charges of \$200 or more or who is in possession of a lost, stolen, or altered parking permit. All *p holds, administrative fees, and boot fees must be paid in full* through the online parking portal prior to the release of the vehicle. No payment plans will be issued for outstanding fines. Vehicles may also be booted for other violations of these regulations or State law at the discretion of UT Tyler Police or Parking Department Any unauthorized removal of a vehicle boot or damage to a vehicle boot, cable, lock, or part will have an additional charge of \$500 added to their fine. The university is not responsible for any damage to the vehicle during booting, towing, relocation, or storage. After notice has been posted on the vehicle, vehicles booted for longer than 48 hours may be impounded (towed to a storage area) or will be charged a boot fee for each day thereafter that the vehicle remains booted. The owner/operator is responsible for any booting, towing, or storage fees to the towing facility in addition to any fines.

9. Suspension of Privileges: Driving and parking privileges may be suspended by UT Tyler Parking and Transportation Department or Judicial Affairs if the violator has displayed a lost, stolen, or altered permit or other flagrant violations of these regulations. The loss of the privilege of driving or parking a vehicle on campus shall commence immediately following written notification of suspension. Such notification shall state the term of the suspension and consequences for violation of the stated terms. The violations of the suspension shall be reported to the Office of Resident Life and Judicial Affairs if the person is a student or to the appropriate dean, director, or administrative official for possible disciplinary action if the person is a faculty/staff member.

A. If a person, whose privilege of driving or parking on campus has been suspended, receives a university citation by reason of having a vehicle on campus during the period of their suspension, the period of suspension may be extended and a referral to the appropriate university office may be made for further university disciplinary action.

B. Suspensions may be appealed to the Vice-President of Student Affairs, or their designee, within fourteen (14) calendar days on the grounds that the imposition of such suspension is improper or will create serious and substantial hardship. During the appeals period, the suspension remains in effect.

C. A person receiving notice that their privilege of driving or parking on university property has been suspended shall return the parking permit or the remnants of the permit to the UT Tyler Parking desk at the One Stop Center, within fourteen (14) days after date of such notice.

10. No Defense: The absence of sufficient parking spaces on the university campus is not justification for violation of these regulations. Failure to enforce any regulation shall not constitute a waiver of the University's authority to enforce these regulations. Other improperly parked vehicles do not constitute a defense for improper parking. Permit holders are responsible for all fees and fines issued to a vehicle displaying a parking permit issued to the permit holder or a vehicle registered to the permit holder or a member of the permit holder's family. Use of the parking permit evidences that the permit holder agrees to abide by these regulations.

SECTION VII: CITATIONS AND FEES

Code	Class A Violations	Fine
101	Parking in Reserved Space	\$ 50.00
102	Permit not Properly Displayed	\$ 25.00
103	Parking in Area Not Designated by Permit	\$ 25.00
104	Parking Where Prohibited by Signs or Markings	\$ 25.00
105	Parking in Area Not Designated as Proper Parking Space	\$ 25.00
106	Failure to Park Within Lines of Designated Space	\$ 25.00
107	Parking or Storing Bicycle Inside a Campus Building	\$ 25.00
108	Parking Behind Barricades or in Barricaded Area	\$ 45.00

Code	Class B Violations	Fine
201	Parking without a valid Permit displayed	\$ 35.00
202	Displaying Fraudulent or Fictitious Permit	\$ 300.00
203	Altering Parking Permit	\$ 100.00

Code	Class C Violations (Moving Violations)	Fine
301	Driving on Sidewalks, Walkways, Over Curbs, in Grass	\$ 50.00
302	Disregard Stop Sign	\$ 50.00
303	Exceeding posted Speed limit	\$ 45.00
304	Failure to Yield Right of Way to Pedestrian in Crosswalk	\$ 50.00
305	Wrong way on a one-way	\$ 35.00
306	All Other Moving Violations	\$ 45.00

Code	Class D Violations	Fine
401	Parking In Disabled Space/Access	\$ 200.00
402	Parking in Loading Zone/Inner Campus w/o authorization	\$ 40.00
403	Parking in a Fire Lane	\$ 65.00

Administrative Wheel Boot/Impoundment fee: \$50.00

Wrecker Towing Fee: In addition to the wheel boot/ impoundment fee, violator is responsible for payment of all towing and storage fees to the applicable private wrecker company.

SECTION VIII: PARKING FEE SCHEDULE

Student Permit:

Semester		Fee
Fall/Spring*	Initial Permit Fee (1 permit per fee)	\$90
Fall/Spring*	Additional Permit Fee (1 permit per fee)	\$90
Fall/Spring*	Replacement cost for lost permit	\$90
Long Summer/Summer I*	Initial Permit Fee (1 permit per fee)	\$20
Long Summer/Summer I*	Additional Permit Fee (1 permit per fee)	\$20
Long Summer/Summer I*	Replacement cost for lost permit	\$20
Summer II*	Initial Permit Fee (1 permit per fee)	\$10
Summer II*	Additional Permit Fee (1 permit per fee)	\$10
Summer II*	Replacement cost for lost permit	\$10

*Permits purchased are valid for all included semesters until the permit expires.

Faculty/Staff Permit:

Semester		Fee
Fall/Spring*	Initial Permit Fee (1 permit per fee)	\$120
Fall/Spring*	Additional Permit Fee (1 permit per fee)	\$120
Fall/Spring*	Replacement cost for lost permit	\$120
Fall/Spring*	Reserved Space (Administrators, Deans, Department chairs)	\$240

*Permits purchased are valid for all included semesters until the permit expires.

*Employee permits purchased using payroll deduction will be pro-rated to \$10.00/month (\$20/month for reserved) beginning the month the permit is purchased through the portal. You will only be charged the \$10.00 monthly fee within the current fiscal year of purchasing the permit, and if you are receiving a paycheck. If employment status ends at any point in the year, you will not be charged the remaining balance.