UTRio Grande Valley™

Parking Rules & Regulations

Approved by the Parking & Traffic Advisory Committee
February 9, 2017
Rates approved by the Board of Regents
March 6, 2017

The University of Texas Rio Grande Valley
Parking Rules & Regulations

Section 1
General Provisions

1. Pursuant to the authority granted by Sections 51.201 et seq.; 54.005, 54.505, 65.31, and 77.02 et seq. of Title 3 of the Texas Education Code, the Board of Regents of The University of Texas System has promulgated Parking & Traffic Regulations to regulate and control parking and traffic, and the use of parking facilities, to provide for issuance of vehicle identification insignia (parking permits), and to provide jurisdiction over offenses. This booklet contains those regulations and procedures applicable to any person who walks or drives and parks a motor vehicle, motorcycle, or bicycle on the campuses of The University of Texas – Rio Grande Valley (UTRGV).

2. The operation of a motor vehicle, motorcycle, or bicycle on UTRGV campuses is a privilege granted by the University and is not an inherent right of any visitor, faculty/staff member, or student. All visitors, faculty, staff, and students who have motor vehicles in their possession or control for use, operation, or parking on the University campus must obtain a parking permit from the University's Parking & Transportation Department (P&T). Purchasing a parking permit does not guarantee a parking place on campus. The University is not responsible for fire, theft, damage to, or loss of vehicles parked or operated on the University campuses. No bailment is created by granting of any parking or operating privileges regarding a vehicle on any property owned, leased, or otherwise controlled by the University.

3. The University reserves the right to enforce parking and traffic regulations:

a. Through the issuance of University citations and the collection of administrative enforcement charges for offenses.

b. Through the impoundment of vehicles interfering with the movement of vehicular or pedestrian traffic or blocking a sidewalk, ramp, loading dock, trash container, crosswalk, entrance, exit, fire lane, or aisle and through the impoundment of vehicles for unpaid charges after proper notice as provided by these regulations.

c. By the suspension or revocation of permits.

d. By barring readmission and withholding grades, degrees, refunds, and official transcripts of any student for non-payment of outstanding charges.

e. By disciplinary action against employees or students who fail to abide by these regulations.

f. By denying parking permits to those with overdue charges.

g. By such other methods as are commonly employed by city governments or state agencies in control of traffic regulation enforcement.

4. Proof of the fact that any parking or traffic control device, sign, parking meter, signal, or marking was actually in place at any location on the campuses of UTRGV shall constitute prima facie evidence that the same is official and was installed under the authority of applicable law and these regulations.

5. When any person is charged with having stopped, parked, and left standing a motor vehicle on the campuses of UTRGV in violation of any provision of the parking & traffic regulations, proof that said vehicle was at the date of the offense bearing a valid UTRGV 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. However, if the vehicle does not bear a valid UTRGV parking permit, proof that said vehicle at the date of the offense alleged was owned by an individual is prima facie proof that said vehicle was then and there stopped, parked, and left standing by said individual.

The University assumes no responsibility for any vehicle parked or any duty to protect any vehicle or its contents when the vehicle is operated or parked on the campuses. The University may deem any vehicle parked on the University campuses for more than 48 hours to be abandoned with the exception of vehicles left parked in residential parking spaces by residents that display a valid university resident parking permit or with prior arrangements and approval with the P&T Department. Abandoned vehicles may be, after notice to the owner, disposed of by the University as provided in Series 80202, Number 2, Section 1.6 of the Regents' Rules and Regulations.

6. The administration and enforcement of the regulations contained in this booklet is as follows:

a. Institutional Parking & Traffic Advisory Committee
The purpose of UTRGV's Parking & Traffic Advisory Committee is to review parking and traffic regulations and to develop recommendations for revisions in these regulations as are necessary to an efficient parking and traffic system as it relates to differential parking zones, parking fees, penalties for violations of regulations, arrangements for bicycles, motorcycles, and pedestrian traffic. Faculty, staff, or students desiring a rule change should contact the chairperson of this committee.

b. Appeals of University Parking Citations
Any person who has received a University parking citation may file a request to have the citation reviewed by the P&T Department. This appeal, with all supporting documentation, must be filed online at www.utrgv.edu/myparking no later than ten (10) calendar days after the citation was issued. If an appeal is not filed within this time, the citation is deemed final. Requests for exceptions to the appeals deadline will be considered on an individual basis if mitigating or unusual circumstances exist. Appeals will be reviewed and responded to in the order in which they were received. Appeals will be reviewed only by supervisory personnel.

c. Parking & Transportation Department
The P&T department has the responsibility and legal authority for the enforcement of the parking and traffic regulations listed in this booklet. It is responsible for all administrative functions relating to the issuance of parking permits, citations, the acceptance of appeals from such violations, and processing of refund requests upon withdrawal from the University. Questions relating to these functions should be directed to the P&T Department.

d. University Police

On special occasions and emergencies, parking limitations may be imposed by the Chief of Police as are required by the conditions that prevail. When conditions warrant such action, the Chief may waive parking limitations. In addition, commissioned officers reserve the right to enforce traffic and parking regulations and may require vehicle owners, operators, or those who purchased a parking permit to appear in court.

Section 2
Definitions

The following terms are in addition to the definitions and terms of the Texas Motor Vehicle Laws which shall apply on the campuses of UTRGV.

1. University or UTRGV – University of Texas – Rio Grande Valley

2. Campuses – The property under the control of UTRGV

3. P&T Department – UTRGV's Parking & Transportation Department, a department under Auxiliary Services charged with administration and enforcement of all parking-related issues and concerns

4. University Police – The University Police Department of UTRGV, acting directly or through its duly authorized officers and agents

5. Chief of Police – The Chief of the University Police Department

6. Driver – Any person who drives, operates, or is in actual physical control of a vehicle

7. Vehicles – Include automobiles, buses, trucks, trailers, motorcycles, motor scooters, motorbikes, mopeds, bicycles, golf carts, electric-powered vehicles, tractors, and other devices that can be used to transport persons or property

8. Visitor – Any person who has no affiliation, association, connection, or relationship with the University as a student, faculty, or staff member

9. Student – Any person duly registered, enrolled, and attending classes at UTRGV (including special program students, part-time students, and auditing students)

10. Employee – Faculty/staff of the UTRGV

11. Parking permit – Refers to a repositionable sticker, hanging tags, or any type of valid permit issued only by the P&T Department which must be displayed on all vehicles parked on campuses at all times

12. Resident student – Any person duly registered, enrolled, and attending classes at UTRGV and residing in Bronc Village, Troxel Hall, Heritage Hall, Unity Hall, Casa Bella, or other university-managed housing

13. Substitute vehicle – A vehicle not registered at the P&T Department but being operated on University property by a student, faculty, or staff member on a temporary basis

14. Student Zone 1 Parking – Any parking space not marked 'Reserved', 'Visitor', 'Disabled', 'Maintenance', 'Tow-Away' or other restrictive designations and identified as Zone 1 at the parking lot entrance or in the area in which the parking spaces are located

15. Student Zone 2 Parking – Any parking space not marked ‘Reserved’, ‘Visitor’, ‘Disabled’, ‘Maintenance’, ‘Tow-Away’ or other restrictive designations and identified as Zone 2 at the parking lot entrance or in the area in which the parking spaces are located

16. Employee Zone 3 Parking – Any parking space identified with a yellow curb or tire stop marked “Reserved” or Zone 3 or is identified as Zone 3 at the parking lot entrance or in the area in which the parking spaces are located

17. Administrator Zone 5 Parking – Any parking space identified with a yellow curb or tire stop marked Zone 5 or is identified as Zone 5 at the parking lot entrance or in the area in which the parking spaces are located

18. Court Appearance – The issuance of court appearance citations requiring an appearance in the appropriate state or municipal court; and by other methods as are commonly employed by city governments or state agencies in control of traffic regulation enforcement

19. Contract Employees – Any person employed by a business which has been contracted to operate on University property who must purchase a UTRGV parking permit, including day-to-day vendors who regularly conduct business on campus

20. Metered parking space – Space available to visitors, faculty/staff, and students, intended for short-term parking in order to conduct business and which require that the meter show time remaining on the meter in order to be valid

Section 3
General Traffic Regulations

The purpose of these regulations is to provide for the safety and welfare of students, employees, and visitors and to ensure the integrity of the parking facilities and traffic access. It is a violation to commit any act prohibited by these regulations or to fail to do any act required by these regulations. The operation of a vehicle is restricted to the drives, streets, and parking lots on University property.

1. Speed Limit – 20 miles per hour on campus streets. A non-campus street is any street monitored and controlled by the local government or municipality and not UTRGV. In parking lots, the speed limit is 10 miles per hour.

2. Right of Way – Vehicles shall yield to pedestrians crossing the street in marked crosswalks and within 50 feet of an intersection.

3. Passing – Prohibited in crosswalks or within 50 feet of an intersection

4. Pedestrians – Shall yield the right of way to vehicles while walking on or crossing streets at places other than crosswalks and beyond 50 feet of an intersection. Pedestrians are required to use crosswalks when available.

5. Traffic Control Signs – Shall be observed at all times, including entrance and exit signs in parking lots.

6. Parking – Is strictly limited to spaces on pavement between painted lines or any temporary or permanent space where posted signs indicate parking is permissible. Legal parking is permitted in any unimproved University-owned property that is properly marked and designated as a parking area. Any space not so designated may not be used for parking. Parking with any part of the vehicle over the line is a violation.

7. Loading/Unloading Passengers – Parking, standing, or stopping to load or unload a passenger should be done in a parking lot and not where prohibited by posted sign or on campus streets or service drives.

8. Motorcycle Parking – Properly registered motorcycles are permitted to park on the white cross-striped areas at the end of the vehicle parking row (within their respective areas as designated by the class of permit on the vehicle) or in regular parking spaces. No parking is permitted in the yellow cross-striped areas. Motorcycles are prohibited from parking in bicycle racks.

9. Bicycle Parking – All violations of campus bicycle regulations are considered traffic violations and enforcement fees may be assessed accordingly. All bicycles parked on campus must display a UTRGV bicycle parking permit. Permits must be displayed in a location that allows them to be clearly visible at all times. Suggested location: rear vertical frame post. The permit must be visible and legible. Any permit that becomes illegible must be replaced. Damaged bicycle permits will be replaced at no charge.

Bicycles are subject to all state and local motor vehicle laws pertaining to street travel. Bicycles are to be parked in a manner that does not block pedestrian paths or building emergency access and must be secured with a commercially available lock to prevent theft. Bicycles may not be secured to any tree,

shrub or plant, stairway, walkways, or signpost. Bicycle racks are placed at strategic points on campus. Bicycles parked in a manner that obstructs handicap access, blocks pedestrian paths, or otherwise creates a safety hazard or are secured to trees and landscaping, stairways, walkways, sign posts, parking meter posts, or light posts will be immobilized or impounded. In addition, no bicycles are permitted in any building owned, operated, or controlled by UTRGV except as approved by agreement between the P&T Department and Residence Life as it pertains to housing. Unsecured bicycles will be immobilized or impounded if considered a habitual violator. Bicycle security devices may be removed by whatever means necessary to impound the bicycle. The university will not be liable to the owner of this device for the cost of repair or replacement.

Bicycles may not be left unattended on any sidewalk, street, driveway, loading zone, fire lane, building porch, patio, or pedestrian walkway. Bicycles will be identified as abandoned if missing a major component such as pedals, handlebars, or chains, or if they have flat tires. Abandoned bicycles are subject to being impounded. Impounded bicycles will be held for 90 calendar days before disposal. The P&T Department will maintain a list showing impounded vehicles for a minimum of 90 days.

Claiming an impounded bicycle requires registering the bicycle in advance, providing proof of ownership (a sales receipt or a notarized statement of ownership providing make, model, color, and location at the time of impoundment), providing the owner's name and ID card, signing a statement of receipt for the bikes, and payment of all citations and fees due for the bicycle. There will be a $5 administrative and handling charge for the return of an impounded bicycle. All outstanding fees must be paid before the bike will be released.

10. Skateboards, In-Line Skates, and Skates – UTRGV does not permit bikes, skateboards, in-line skates or skates inside buildings, structures, and facilities. The following acts are prohibited: acrobatics; excessive speeds; jumping over steps, benches, or rails; jumping over fixtures; stopping or parking in a manner to block pedestrian paths, steps, ramps, or access to those with disabilities; skating or riding in buildings or any location where such activity is prohibited by signage; any activity which reasonably presents a risk of injury to persons or damage to property.

11. Designated Parking Spaces – Disabled spaces, reserved spaces, maintenance spaces, service drives, fire lanes, and tow-away zones shall remain clear of all unauthorized vehicles at all times.

Vehicles may be registered each academic year (September 1 through August 31). This may be done as part of the academic registration procedure or at the time the vehicle is brought on campus. All parking permits expire on August 31 of each academic year except for special permits as approved (i.e., temporary visitor or special program permits).

12. Operator of a Vehicle – Shall yield the right-of-way to pedestrians in crosswalks.

13. Golf Carts/Electric Powered Vehicles – Shall be operated under the covered walkways in a slow and safe manner so as not to endanger any person using the walkways and shall not be used where and when prohibited. The use of the covered walkways by said vehicles shall be kept to an absolute minimum and only for a short duration.

Section 4
Parking Regulations

1. The various classes and zone parking permits and their eligibility requirements, privileges, and limits are described in detail in Section 6.

2. No vehicle may be parked in an area other than that designated by the permit on the vehicle as designated by the permit type.

3. Parking and traffic regulations on campus are in effect at all times. Failure to abide by parking and traffic regulations may be the basis for disciplinary actions against students and employees. Students may be subject to penalties ranging from disciplinary probation to expulsion from the University as outlined in the Regents' Rules and Regulations, Series 50101.

4. Failure to abide by parking and traffic regulations may subject employees to disciplinary penalties including termination of employment as outlined in the *Handbook of Operating Procedures*. When an employee has accumulated three or more unpaid parking or traffic violations, the employee's Dean, Director, or Administrative Official shall be notified by the P&T Department.

5. Controlled parking areas include all parking lots, metered parking, and all streets within the jurisdictional boundaries of the campuses, and all streets abutting the campuses. Signs and markings have been placed to designate controlled parking areas.

Section 5
Parking Permits

1. Each person parking a vehicle on campus will, upon payment, be issued a numbered permit which will permit the vehicle to be parked in the area designated by the class or zone type permit.

a. Faculty & Staff – New faculty and staff members should purchase a parking permit on their first day of employment online at www.utrgv.edu/myparking. Parking permits requested online will be mailed to the employee's current address on file. Parking permits not requested online will be issued upon full payment of parking permit fees and presentation of photo ID. Faculty and staff may obtain a temporary parking permit on their first day of employment. This temporary permit will expire on the fifth day following the first pay period of said faculty or staff member. The parking permit fee must be paid in full upon expiration of the temporary permit. Payroll deduction is available in the months of July and August only each fiscal year.

Faculty/staff classes and zones are:

Student/Employee Zone 2 – Faculty/staff (full-time, part-time, direct wage)
Employee Zone 3 – Faculty/staff (full-time, part-time, direct wage not enrolled in classes)
Administrator Zone 5 – Executives (President, Vice Presidents or as approved by the respective division's VP)

Faculty and staff members who have obtained a Zone 3 permit may use any Zone 3, Zone 2, or Zone 1 areas on campus. Zone 2 permits are valid in Zone 2 and Zone 1 areas only.

b. Students – During a semester's regular registration period, a student may request a parking permit online at www.utrgv.edu/myparking. (There is a maximum of one permit per eligible individual.) Parking permits requested online will be mailed to the student's current address on file with the Registrar's Office. Parking permits that are not requested online will be issued upon full payment of parking permit fees and presentation of photo ID.

Student permit classes and zones are:

Student Zone 1 – Issued to freshman (0-29 completed credit hours)
Student/Employee Zone 2 – Issued to upperclassmen (30+ completed credit hours), special programs
Motorcycle – Issued to motorcycle
Resident – Issued to residents

2. Faculty, staff, and students must display a parking permit if they plan to park a vehicle on campus. If it becomes necessary to drive a different vehicle, the permit is transferable. However, the permit holder is responsible for all parking violations accrued by any vehicle that displays said permit as well as for all parking violations involving the vehicles the permit holder has registered with the UTRGV P&T Department.

3. If it becomes necessary for an automobile permit holder to drive a motorcycle as a secondary vehicle, the permit holder may do so by paying the additional fee of $5.00 and providing proof of ownership

and/or insurance of both the automobile and motorcycle. The permit for the original vehicle will remain the same. When registering an automobile and motorcycle, regardless of which is registered first, the full rate is charged for the automobile and the motorcycle is always the secondary vehicle.

If it becomes necessary for a motorcycle permit holder to drive an automobile as a secondary vehicle, the permit holder may do so by paying an additional fee determined by the type of automobile permit that is being requested. The permit holder will pay the same rate as if he had first purchased a permit for his automobile and then purchased the additional motorcycle permit plus the administrative fee.

In order to receive the second permit at a reduced fee, proof of ownership and/or insurance of both the motorcycle and the automobile must be provided. The motorcycle permit holder will be issued an automobile permit and the motorcycle permit will remain the same. Multiple permits entitle the holder to park only one vehicle on campus at a given time unless the permit holder is a resident, allowing residents an automobile plus a motorcycle.

4. Display of Permits – Upon receiving a parking permit it shall be properly affixed as follows: decal/repositionable permits must be affixed to the lower front passenger-side corner of the windshield. Vehicles not displaying the permit in the proper location will be subject to a fine. Vehicle must be registered to the permit that is displayed while parked on campus.

Hang-tag permits must be clearly visible and hanging from the interior rearview mirror with the front of the hang-tag facing outward.

Parking permits for motorcycles shall be displayed in a conspicuous place on the vehicle. Parking permits for motorcycles must be permanently affixed to a location in which the permit may be easily seen and the number of the permit easily read. Failure to follow instructions concerning affixing the permit will result in a fine.

5. Removal of Permits – Permits shall be removed in the following situations:

a. When association with the University is terminated.

b. When a replacement permit has been issued to take the place of a previously issued permit.

c. Upon revocation of the permit.

Section 6
Permit Classes, Zones, and Prorated Annual Fees

1. Permit Rate Chart – The following chart shows each permit type followed by the cost to purchase each permit during the semester specified in a given year.

Permit Type	Description	Full Year	Spring	Summer I	Summer II
Student Zone 1	Remote, freshman w/0-29 credit hrs. *(Valid in Zone 1 areas & Zone 2 areas after 7 PM Monday – Friday)*	$60	$46	$30	$16
Student/Employee Zone 2	Employee (faculty/staff, excluding teaching assistants and work studies), upper classmen w/30+ credit hrs. *(Valid in Zone 1 & 2 areas)*	$80	$60	$40	$20
Employee Zone 3	Employee (faculty/staff, excluding teaching assistants and work studies) *(Valid in Zone 3, 2, & 1 areas)*	$156	$120	$78	$42
Administrator Zone 5	Administrator *(Valid in Zone 5, 3, 2, & 1 areas)*	$495	$371	$248	$124
Motorcycle	Motorcycle (students, faculty/staff) (*Valid in white striped areas at end of a parking row, excluding handicap accessible aisles*)	$60	$46	$30	$16
Vendor	Vendors, salespersons, technical representatives, contractors, and other servicing personnel and persons regularly on campus on official business (*Valid in Visitor, Zone 3, Zone 2, Zone 1, and metered areas*)	$75 per year per space/permit $25 per semester per space/permit			

Retiree	One time fee, may be renewed annually and excludes returning employees (*Valid in Visitor, Zone 3, Zone 2, Zone 1, and metered areas*)	$65	$65	$65	$65
Visitor	Visitor parking (any visitor not affiliated with the University, valid in spaces marked Visitor or Zone 1 spaces)	$1/day $5/week			
Temporary	Temporary parking (for those affiliated with the University, valid in the same zone for which a permanent permit is owned; if no permanent permit is owned, only a temporary Zone 1 permit will be issued)	Free up to 5 days semester Thereafter: $1/day $5/week			
Bicycle	Anyone parking a bicycle on campus (*Valid in bicycle racks located at strategic areas on campus*)	No fee. A permit is required.			
Resident	Resident parking *(Student, Faculty/Staff spaces marked "Resident" or "Tenant")*	Included in rental contract.			

Campus maps showing zones can be found at www.utrgv.edu/parking.

2. Special Permits

a. Motorcycles and motor scooters may park in the white-striped lines at the end of regular vehicle parking spaces. Motor-assisted-bicycles and mopeds (with a total engine displacement of less than 50 cc) may park in the white-striped lines at the end of regular vehicle parking spaces. Motorcycles, motor scooters, mopeds, and motor-assisted bicycles shall not be parked or otherwise secured in unauthorized places such as sidewalks, posts, railings, trees, or accessible aisles next to handicap spaces. These vehicles may park in spaces marked for passenger cars or trucks.

b. Motorcycles, motor scooters, and mopeds shall not be ridden or operated on pedestrian walkways or sidewalks. On University streets, operators shall comply with traffic control devices.

c. Departmental golf carts and other electric-powered vehicles shall be registered with University Facilities. No vehicle will be permitted to be operated on campus until it has been registered.

3. Disabled Parking – A current University parking permit and the appropriate license plate, placard, or hangtag from the Texas Department of Motor Vehicles or disabled permit from the County Tax Assessor Collector must be displayed before parking in specially designated disabled parking areas on the campus.

4. Special Disabled Plates – All disabled veterans, Congressional Medal of Honor recipients, former Prisoners of War, Pearl Harbor survivors, Purple Heart recipients, and all disabled persons who vehicles display the specially-designed license plates and placards issued by the state Department of Motor Vehicles, in compliance with Sections 502.253, 502.254, 502.255, 502.257, 502.259, 502.260, 681.006, and 681.008 of the Texas Transportation Code are exempt from the payment of fees or charges for parking meters located on campus. All disabled veterans and Congressional Medal of Honor recipients are further exempt from the payment of all parking fees on campus.

5. Payment of Fees – When an application is made for a permit, the fee charged will be for a complete year or for the entire unexpired portion of the University's permit year. Payment of the fee must be made at the time of purchase. If online, if in person, at the Payments and Collections Office at either the Brownsville or Edinburg campuses, or the Parking & Transportation department. Payment of the fee must be made before the permit will be issued.

6. Replacement Charges – Any time replacement permits are issued there will be a $5.00 charge. Remnants of old permits must be returned at the time of replacement. If remnants (or the permit) are not returned, the replacement permit will be at the regular rate.

7. Refunds

a. Students – A request for refund will not be honored unless it is filed with the P&T department by the 12th class date or census date of the semester in which payment for the permit was made. A request for refund must be accompanied by the remnants of the appropriate permit. Requests for refunds will be subject to a $5 administrative and handling charge.

b. Faculty/Staff – Refunds for a parking permit will be made to members of the faculty/staff upon request and only in the event employment was voluntarily terminated. The refund will be based on the number of full months remaining in the University's academic year, with the refund for a request in the first month equal to the full cost of the permit minus 1/12 of the cost of the permit, and so on through each subsequent month. No refunds will be made after the end of spring semester. A request for refund must be accompanied by the remnants of the appropriate permit. Requests for refunds will be subject to a $5 administrative and handling charge.

Section 7
Driving and Parking Offenses

1. Parking & Traffic Citations

Citation	Amount
Double or multiple parking	$30
Displaying a fictitious parking permit	$60
Displaying an expired decal	$30
Expired parking meter	$20
Failure to display a current parking permit	$30
Unauthorized parking in a space designated for person with disabilities	$200
Parking permit not properly affixed to a windshield	$30
Vehicle obstructing pedestrian or vehicular traffic (IMPOUND VIOLATION)	$35
Parking on any of the following areas: lawn, curb, disabled access area, and an area not specifically designated as a parking space (IMPOUND VIOLATION)	$30
Failure to yield right of way (pedestrian or vehicular)	$50
Improper zone parking	$30
Unauthorized parking at an “At All Times” space	$75
Parking at a fire lane, fire hydrant, red or yellow curb	$75
Improper passenger pick-up and drop off	$35
Moped/motorcycle scooter parked in a space designated for four-wheeled vehicles	$25
Unregistered bicycle	$15
Bicycle parking in areas other than those designated for bicycles	$25
Moving a barricade or parking within any barricaded area or moving a vehicle without permission of owner/operator	$35
Roller-skating, skateboarding, or operating a scooter in unauthorized areas	$15
Having a vehicle of any type within a university building (except parking facilities)	$20
Late payment charge to each citation that remains unpaid	After 10 days: $25; After 30 days: $35
Theft or damage of property by an unauthorized boot removal or tampering/attempting removal of boot (plus separate incidental fee to cover equipment replacement cost)	$200 + Replacement cost of equipment recovered under separate incidental fee
Immobilizer Fine: A vehicle may be booted upon having three outstanding and unpaid citations unless the citations are under appeal. Unpaid citations may also result in relocation of parking privileges.	$125
Abandoned Vehicles: Any vehicle that is partially dismantled or wrecked, does not display a current license plate or permit, and	Actual cost

does not appear to be operable, and is left in such condition for more than 48 hours, shall be considered abandoned and impounded at owner's expense.	
Unsafe Operation of a Vehicle: Any vehicle exceeding the speed limit in a parking lot, failing to stop or yield where there is an official traffic control device in a parking lot, or any other moving violation of the Texas Motor Vehicle Laws not specified in these regulations.	$35
Bicycle Impound Fee	$25

2. A late payment fee will be assessed to each citation that remains as follows: After 10 days, the late fee is $25. After that, the fee is $35.

3. The Police department may also issue a citation for any violation of regulation and law.

4. Moving violations are $25 each unless otherwise specified in the above chart.

5. Non-moving violations are $25 each unless otherwise specified in the above chart.

6. Pedestrian violations are $25 each unless otherwise specified in the above chart.

7. Permit violations – any person who (a) forges or alters a permit; (b) uses a forged or altered permit; (c) transfers a permit, or fails to destroy a permit when required to do so by these regulations with the intention of providing any person with parking privileges he or she is not entitled to under these regulations; (d) provides false information to obtain a parking permit with knowledge thereof; or (e) parks or drives a vehicle to which there has been affixed a permit which the registered owner, or regular driver, did not purchase, shall lose the privilege of driving or parking on the University campus for six (6) months. While the person's privilege of driving or parking a vehicle on campus is suspended, it is prohibited (1) for the person to drive or park any motor vehicle on the campus and (2) for any person to drive or park a vehicle registered in the name of such person on the campus.

8. Penalties for Violations

a. The P&T department is not responsible for a ticket being removed from a vehicle after said ticket has been placed on the vehicle by an officer.

b. Immobilizer – The owner/operator of a vehicle on which an immobilizer has been placed is liable for any and all damages incurred to the vehicle and the immobilizer caused by attempting to drive the vehicle once the immobilizer has been properly installed, or removing the immobilizer or theft of the immobilizer, and is subject to penalty imposed by these regulations, by statute, or both.

c. Tow-Away – The owner/operator of a motor vehicle shall be responsible for all costs incurred in removing, impounding, and storing of the vehicle, and for any citations issued.

9. In addition to the above, all Texas Motor Vehicle Laws apply to traffic within the University.

Section 8
Enforcement

1. Parking & Traffic Citations – Parking & Transportation department personnel and Police are authorized to issue two types of citations for violations of University parking & traffic regulations.

a. University Citations – Those handled by the University, subject to University administrative enforcement charges and a right to appeal within the University.

b. Court Appearance Citations – Those issued by University Police constituting a summons to appear in either municipal court or a justice court.

2. Procedure for University Citations – University citations are issued for offenses as described in this policy. A late payment fee will be assessed to each citation that remains as follows: After 10 days, the late fee is $25. After that, the fee is $35. Every person receiving a University citation shall remit the amount of the charge to Payments and Collections, online at my.utrgv.edu, or at the Parking & Transportation department offices.

3. Procedure for Court Appearance (CA) Citations – The University reserves the right to issue a CA citation for any violations as follows:

a. For moving violations and other applicable parking and traffic violations;

b. for any violation when the individual's driving or parking privileges have been suspended; or

c. when an individual receives a University citation and all reasonable attempts at collection have failed.

When court appearance citations are issued, University citations for the same violation will be cancelled. Failure to discharge CA citations may result in the issuance of a warrant for the arrest of such person.

4. Unpaid Charges – Person with unpaid charges shall be ineligible to receive parking permits while such charges remain unpaid. To obtain a parking permit a person shall either pay the charge or timely request an appeal.

5. Impoundment – The term "impoundment" includes towing, removal, immobilization, and storage of the vehicle in question.

a. When unpaid charges are recorded, the P&T department shall send a letter to the last known address of the person in whose name the charges are recorded. Such letter shall state that unless (a) payment of all accumulated charges is made within 15 calendar dates after the date of said letter, or (b) a request is made within 15 calendar days to the P&T department showing that the vehicle in question was not owned, registered, or used by the individual or to show that the individual receiving notice of the impoundment does not have unpaid citations, the appropriate enforcement action will take place without further notice. The person submitting the request will assume the burden of showing why the impoundment should not take place.

b. If timely payment is not received and either registered owner, the vehicle operator, or the person who was issued the permit has failed to submit their request and has failed to meet his or her burden of proof, the vehicle may be impounded and released only upon pending payment of all outstanding charges, including towing and storage charges, without further notice.

c. In addition to any charge that may be levied by the University for an offense resulting in removal or immobilization, the owner of an impounded vehicle must also pay a commercial wrecker service fee and storage charges. When an impound violation occurs and the owner or driver of the vehicle appears on the scene before the arrival of the wrecker, the vehicle will not be impounded if arrangements are made with the P&T department to pay all outstanding fines. If the owner or driver appears on the scene after the arrival of the wrecker and the wrecker driver has made a hookup, the following will apply:

i. The vehicle will not be impounded if arrangements are made with the P&T department to pay all outstanding fines; and

ii. The owner or driver will be expected to pay the wrecker company fee, in lieu of towing.

d. If a vehicle is impounded, the registered owner or permit holder will be sent notice at the address on file with the P&T office.

e. The immediate impoundment of vehicles may take place when the vehicle is parked in a disabled space or blocks vehicular or pedestrian traffic or block a sidewalk, loading dock, ramp, cross-walk, entrance, exit, fire lane, or service drive.

f. The University will impound vehicles after proper notice has been given as provided in these regulations for:

i. Vehicles parked in unauthorized areas.

ii. Vehicles on campus without a parking permit and whose operators are difficult to identify.

iii. Vehicles bearing no license plates in excess of one year.

iv. Vehicles parked on campus whose owner/operator has refused to move the vehicle after being advised to do so by a UTRGV police officer.

v. Vehicles abandoned on the UTRGV campus for 48 hours.

vi. Vehicles that have been issued three or more citations which have not been cleared.

6. Bar against readmission and withholding of grades, degrees, official transcripts, and refunds – if timely payment is not received from a student and the student has failed to submit an appeal or has failed to submit his or her burden of proof and still owes a fine, the student may be barred from readmission and grades, and degrees, official transcripts, and refunds may be withheld without further notice. (Additionally, the vehicle registered to the student may be subject to impoundment.)

7. Suspension of privilege to drive and park on campus – The loss of the privilege of driving or parking a motor vehicle on campus shall commence five days after the Office of the Dean of Student mails a letter

to the student, at the address of such person as shown in the records of that office, stating that such person's privilege of driving or parking the motor vehicle on campus has been suspended. Such letter shall state the term of the suspension and will give notification of possible impoundment for parking offenses committed during the period of suspension and shall state the reason for such suspension.

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 his/her suspension, the period of suspension shall be extended so that it expires twelve months from the date the person received such additional citation. In addition, the violation of the suspension shall be reported to the Dean of Students if the person is a student, or the appropriate Dean, Director, or Administrative Official for possible disciplinary action if the person is a faculty or staff member.

A person receiving notice that his or her privilege of driving or parking a vehicle on campus has been suspended may appeal the suspension within ten (10) calendar days on the grounds that the imposition of such suspension is improper or will create serious and substantial hardship. Such appeal shall be coordinated by the Office of the Dean of Students or appropriate Dean, Director, or Administrative official. No appeal shall be considered if there are any unpaid citations outstanding at the time such appeal is filed, unless special arrangements are made with the P&T department.

8. Destruction of permit when suspended – Every person receiving notice that his/her privilege of driving or parking on the campus has been suspended shall remove the parking permit(s) from every vehicle registered in his/her name and return the remnants thereof to the P&T department within ten (10) days after date of such notice. Failure to do so shall be reported to the Dean of Students if the person is a student, or the appropriate Dean, Director, or Administrative official, if the person is a faculty or staff member.

9. Eligibility to obtain a new permit during period of suspension – A person whose privilege of parking and driving on the campus is suspended and not reinstated shall be ineligible to receive a parking permit of any type during the period of suspension.

Section 9
Quick Reference to Parking & Traffic Regulations

These rules and regulations shall be reviewed annually by the Director of Parking & Transportation.

1. Permits Required for Access & Parking – Only vehicles displaying valid University permits may park on ~~the~~ campus (as shown by the boundaries on the official campus maps distributed by the University).

2. Display of Permits – Parking permits must be properly affixed to the vehicle(s). Permits that are taped or affixed by unauthorized materials will subject the holder to a citation. Additionally, the permit will be revoked and the holder may lose all parking privileges.

3. Surrender of Permits – Permits shall be surrendered when there is a change of vehicle ownership, when association with the University is terminated, when a replacement permit has been issued to the take the place of a previously issued permit, or upon expiration or revocation.

4. Permit Types/Zones

Permit Type	**Description**
Student Zone 1	Remote, freshman w/0-29 credit hrs. *(Valid in Zone 1 areas & Zone 2 areas after 7 PM Monday – Friday)*
Student / Employee Zone 2	Employee (faculty/staff, excluding teaching assistants and work studies), upper classmen w/30+ credit hrs. *(Valid in Zone 1 & 2 areas)*
Employee Zone 3	Employee (faculty/staff, excluding teaching assistants and work studies) *(Valid in Zone 3, 2, & 1 areas)*
Administrator Zone 5	Administrator *(Valid in Zone 5, 3, 2, & 1 areas)*
Motorcycle	Motorcycle (students, faculty/staff) (*Valid in white striped areas at end of a parking row, excluding handicap accessible aisles*)
Vendor	Vendors, salespersons, technical representatives, contractors, and other servicing personnel and persons regularly on campus on official business ($25 per semester/space or $75 per year) (*Valid in Visitor, Zone 3, Zone 2, Zone 1, and metered areas*)
Retiree	One time fee, may be renewed annually and excludes returning employees (*Valid in Visitor, Zone 3, Zone 2, Zone 1, and metered areas*)
Bicycle	Anyone parking a bicycle on campus (*Valid in bicycle racks located at strategic areas on campus*)
Resident	Resident parking *(Valid in spaces marked "Resident" or "Tenant")*

5. Permit Restrictions

a. All vehicles parked in a Zone 3 parking area/space must display a Zone 3 permit. Zone 3 permit holders may also park in Zone 2 and Zone 1 parking. Zone 3 parking areas are restricted to full-time faculty/staff members, and part-time faculty/staff not regularly enrolled. Zone 3 parking spaces become available to Zone 2 and Zone 1 permit holders from 5:00 PM to 7:00 AM Monday through Friday unless otherwise specified. Zone 3 spaces also become available all day on weekends, and on University-approved holidays. Note: Zone 3 parking areas are enforced year round including dead days, between semesters, and spring and Christmas breaks.

b. Zone 2 areas are for both faculty/staff and students. This includes students attending special programs such as ELI, HEP, etc. Zone 2 and Zone 1 parking lots may be used with a Zone 2 parking permit. Zone 2 parking spaces become available to Zone 1 permit holders ~~from~~ 5:00 PM to 7:00 AM Monday through Friday unless otherwise specified. Zone 2 spaces also become available all day on weekends, and on University-approved holidays. Note: Zone 2 parking areas are enforced year round including dead days, between semesters, and spring and Christmas breaks.

c. Zone 1 parking areas are for faculty/staff, students, and visitors displaying a valid parking permit. Student Zone 1 parking permit holders and restricted to remote parking lots between 7:00 AM and 5:00 PM on class days. Parking is available in Zone 2 and Zone 3 parking lots after 5:00 PM to Zone 1 permit holders.

d. Spaces marked for visitor parking are restricted to individuals who are not currently affiliated with UTRGV. Students or person who use University facilities on a regular basis may not park in these spaces.

Each visitor needs to display a permit while on campus. A temporary permit is available at the Parking & Transportation department office, the Payments and Collections office, and at the Visitor Information centers.

e. Rates for visitor permits and temporary permits is as follows:

Visitor (any visitor not affiliated with the University) Valid in spaces marked Visitor or Zone 1 spaces	$1/day $5/week
Temporary (for those affiliated with the University) Valid in the same zone for which a permanent permit is owned; if no permanent permit is owned, only a temporary Zone 1 permit will be issued	Free up to 5 days semester Thereafter: $1/day $5/week

f. Maintenance permits will be issued to UTRGV personnel needing to park in maintenance spaces in order to perform tasks on campus. To be eligible for this permit, the vehicle to be used must be registered with the Parking & Transportation Department and must display a valid university permit behind the maintenance parking permit.

g. Disabled students and/or employees who qualify for disabled parking privileges must display a current UTRGV parking permit and a valid State of Texas disabled license plate or placard before parking in

specially designated disabled parking areas. If all disabled spaces are occupied, the owner of the disabled plate or placard may park in any available Zone 1, 2, or 3 space. A valid UTRGV permit is still required. For those who do not have the plate or placard or have only a temporary one, temporary disabled permits may be obtained from the P&T department after presenting a letter on official physician's letterhead from the attending physician to Student Health Services. The physician letter must indicate the nature and specific effective and termination dates of the short-term disability.

A signed application from Student Health Services must be taken to the P&T department in order to obtain the two-week temporary disabled parking permit. Temporary disabled parking permits that are required longer than two weeks may be obtained with a valid State of Texas disabled license plate or placard. State disabled license plates and placards may be applied for at the corresponding county tax office.

h. Parking meters may be used by visitors, faculty/staff and students. Parking meters are intended for short-term parking and may not be used to attend class or work. All metered parking requires that the meter show time remaining on the meter in order to be valid (not expired).

i. A loading zone permit is required to use maintenance, loading/unloading, or metered spaces at all times unless otherwise posted. Permits (normally valid for 20 minutes) are available at the P&T office.

j. Resident parking is available to all students or employees living on campus. A resident parking permit is required to park in a resident parking lot at all times.

6. Bicycles, Mopeds, Motor-Assisted Bicycles, Scooters, Skateboards, Skates, and In-Line Skates

All of these vehicles and similar mobility devises must be operated in accordance with the ordinances of the city in which the campus is located, the specific applicable provisions of these regulations, all provisions of these regulations concerning parking restrictions and traffic control, and applicable law. The policy of UTRGV prohibits the use of these devices inside buildings, structures, and facilities. The following acts are prohibited: acrobatics; excessive speeds; jumping on or over steps, benches, rails, or jumping against buildings or any fixtures; stopping or parking in a manner that blocks pedestrian paths, steps, ramps, or access to those with disabilities; skating or riding in buildings or any location where such activity is prohibited by signage; any activity which reasonably presents a risk of injury to persons or damage to property.

7. Parking Lots – On occasion during the year, certain parking lots may be closed by the P&T Director, Chief of Police, the President of the University, and/or by the President's designee or other person with the authority to do so.

8. Speed limit – The speed limit on campus streets and roads is 20 miles per hour and 10 miles per hour in parking areas and service drives unless otherwise posted. The speed limit on public streets is whatever the local municipality has posted.

9. Posted signs – Posted signs, whether permanent or temporary, must be obeyed at all times and take precedence over painted curbs, pavement marking, and designations shown on any University maps.

10. Parking improperly – A vehicle shall not park on a street or parking lot where angle of parking is required, with the back of the vehicle toward to curb or car stop, nor shall a vehicle be parked opposite

the flow of traffic in the traffic lane where parallel parking is required. Parking wholly within the marked boundaries of the parking space is required at all times. Vehicles shall not park in a manner that obstructs walkways, driveways, ramps, trash containers, loading docks, marked crosswalks, or inflicts damage to shrubbery, 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 presence of other improperly marked vehicles does not constitute an excuse for improper parking.

11. Enforcement, Immobilizer, and Impoundments – Failure to abide by these regulations may be the basis for disciplinary action. Students may also be barred from readmission and have grades, degrees, refunds, or official transcripts withheld pending payment of overdue charges. A vehicle may be booted (immobilized) upon having outstanding and unpaid citations unless the citations are under appeal. Unpaid citations may also result in revocation of parking privileges. If the citations remain outstanding and unpaid after 48 hours after application of the immobilizer, the vehicle may be impounded.

12. Appeal of citations – University parking and traffic citations may be appealed within ten (10) calendar days from the date of the citation by filing an online citation appeal. Court appearance citations are handled in the appropriate state or municipal court.

13. Visitors – Official visitors are those who are unaffiliated with the University who conduct business with or who render service to the University and who are not otherwise eligible for annual parking permits. A temporary parking permit may be obtained from the P&T offices.

14. Pedestrian Rights & Responsibilities – Pedestrians must obey all traffic control devices. They 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 all intersection shall yield the right of way to all vehicles on said street. Pedestrians shall not leave the curb or place of safety and walk or turn into the path of a vehicle that it is so close that it is impossible for the driver to yield. Pedestrians may cross an intersection diagonally only where permitted by special pavement marking.

15. Inoperable vehicles – If a vehicle becomes inoperable, a telephone call shall be placed to the University Police Department at (956) 665-7151 in Edinburg or (956) 882-8232 in Brownsville. The police will either render assistance or authorize temporary parking. Temporary parking shall not exceed 24 hours and must not create an obstruction or hazard.

16. Ownership – Ownership of parking permits remains with the institution and is not transferable.

17. Auditing students – Auditing students are required to purchase a parking permit.

18. Former students – Former students are required to obtain a visitor's permit if visiting campus.

19. Responsibility for parking permits – The individual who purchases a parking permit will be responsible for parking violations by any vehicle bearing the permit.

20. Special event parking – Reserved parking for special events that are held on campus must be requested as far in advance as possible (no later than 5 days before the event) and will be granted upon the availability of parking and for a fee.