

PARKING AND TRAFFIC

Parking Permits (Registration of Vehicles)

1. **Vehicle Registration:** All vehicles regularly parked on the Temple College main campus or any Temple College Center by college personnel, TC Board of Trustees members, or other individuals must be properly registered and display a valid parking permit.
2. **Parking Permit Issuance:** Vehicle owners and operators may register vehicles for and obtain free parking permits from the Campus Police Office or designated office location at Temple College Centers.
3. **Registration Information:** In order to obtain a vehicle parking permit, the vehicle registrant must complete a parking permit form and supply a College ID number, the vehicle's make (Buick, Ford, etc.), vehicle type (2dr/4dr, SUV, etc.), model, year, color, license plate number with state of origin.
At time of registration, an employee must present an Orientation Form from the Human Resource Office, Temple College ID Card, or have his/her employee College ID number as proof of identification.
4. **Types of Parking Permits**

Parking permits will vary in color according to purpose listed below:

 - a. **Student Permits:** Any student registered and paid at Temple College is eligible to obtain a free student parking permit. This parking permit allows a Temple College student to park in any student or open parking area only.
 - b. **Faculty/Staff Permits:** All faculty (full time and adjunct), professional and classified staff are eligible for free faculty/staff permits. This parking permit allows a Temple College employee to park in any staff or open parking area only.
 - c. **Temple College Board of Trustees Permits:** Any Temple College Board of Trustees member is eligible to obtain a free specially designated TC Board of Trustees parking permit. The permit can be obtained by registering their vehicle through the President's office. This parking permit allows a Temple College Board Member to park in any staff or open parking area only.
 - d. **Emeriti and Staff Retiree Permits:** Any emeritus faculty or retired staff member is eligible to obtain a free specially designated permit. Permits are offered as a courtesy through the Campus Police or designated office at any Temple College center. This parking permit allows a Temple College emeritus faculty or retired staff member to park in any staff or open parking area only.
 - e. **Vendor/Recruiter/Contractor Parking Permits:** Vendors, college recruiters, and contractors who conduct business on the Temple College

Board Approval Date: March 25, 2013

Effective Date: March 26, 2013

Final Revision Date: November 12, 2012

Policy Manual Review Committee: March 9, 2017

main campus or on any Temple College center on a regular basis or will be on a campus/and or at a Center on a daily basis for a set period of time will be required to obtain a free parking permit. These individuals should have the department overseeing the vendor/recruiter/contractor contact the Campus Police or designated office at Temple College Center to arrange issuance of a specified parking permit. This parking permit allows a vendors, college recruiters, and contractors to park in any staff or open parking area only.

- f. **Temporary Permits:** Temporary permits may be obtained to allow parking on campus or Temple College Centers on a short-term basis with a specified expiration date. These permits are designed for persons who are on campus or at a Center for regular but short-term periods such as auditors, guest lecturers/trainers, etc. This parking permit allows short-term parking in any staff or open parking area only.
5. **Display of Parking Permit:** On automobiles and trucks, the permit must be displayed on the outside of the back glass of the automobile driver's side on the bottom so that the Campus Police can easily scan properly parked vehicles for valid permits. On motorcycles, the permit must be displayed on the rear fender (affixed with adhesive). Permits that are not displayed in the proper location will be ticketed. Any exception to permit placement must be approved, in advance, by the Campus Police Office or appropriate Center designee.

Parking Designated for Persons with Disabilities: Temple College will follow the State law, Transportation Code Title 7, Subtitle H, Chapter 681, regarding privileged parking.

Any College employee with a disability must obtain and display a free College parking permit in addition to his/her (individual named on the placard or license plate) state issued current placard or license plate to park in a parking space designated for persons with disabilities.

Visitors must also visibly display their (individual named on the placard or license plate) state issued current placard or license plate to park in any parking space designated for persons with disabilities. If a visitor receives a citation in error for parking in a disabled parking space, the citation may be taken to the Campus Police office or appropriate Center designee for review.

Any person authorized to park in a parking space designated for persons with disabilities may park in any parking space designated for persons with disabilities on campus.

Parking Permit Regulations

1. A parking permit is no guarantee of a parking space. Each driver is responsible for finding a legal parking space. Lack of space is no excuse for violating any parking regulation.
2. Parking Permits must be current for the academic year.
3. A parking permit will not be issued to any person (faculty, staff, or other individual) having unpaid violation charges or other outstanding TC balances (e.g. parking fines, etc.) until full payment is made to the Cashier's Office or other designated office location at Temple College Centers. College personnel will check for outstanding balance holds prior to issuance of a parking permit.
4. Special Occasion Restrictions on Permits–The only exception to the parking permit policy exists in the case of special occasion restrictions on permits where parking restrictions may be imposed or where police officers waive restrictions that normally apply. For these special occasions, prior arrangements have to be made with College administration and notice has to be given to Campus Police. For all emergency situations, Campus Police or appropriate Center designee can alter restrictions as conditions warrant.

Towing Policy

The College reserves the right to impound, or to have impounded, any vehicle which is parked in a manner dangerous to vehicular or pedestrian traffic or otherwise in violation of College parking and traffic regulations. The vehicle owner will be responsible for all costs involved in removing, impounding, and storing such vehicles.

Speed Limit

The maximum permissible speed limit on campus or at Temple College Centers shall be 15 miles per hour.

OPEN PARKING (AFTER 5:30 p.m.)

At Main Campus, parking lots are designated as open parking from 5:30 p.m. until 6 a.m. Monday through Thursday and after 12:00 noon on Fridays. This does not include areas marked as Reserved Parking, Parking Designated for Persons with Disabilities, Fire Lanes, or Visitor Designated Parking areas.

Parking lots and spaces at Centers are considered open parking during regular business hours unless designated for Reserved/Staff Parking, Parking Designated for Persons with Disabilities, Fire Lanes, or Visitor Designated Parking.

Parking Violations

Any of the following, taking place anywhere on the property of Temple College or Temple College Center at any time, will constitute a parking violation:

1. Parking in any area not designated as a parking space, such as fire lanes
2. Failure to possess and properly display a valid TC parking permit
3. Failure to affix permit in the proper manner or location
4. Parallel (street) parking against the flow of traffic
5. Failure to remain within the lines of a marked parking space
6. Parking in a Reserved or non-Staff space or student designated parking lot.
7. Parking in a handicapped space (unless vehicle displays a state Handicap Permit or license plate)
8. Parking in a Visitor space (a tagged vehicle is NEVER considered a Visitor, regardless of the particular reason for being on campus)
9. Parking contrary to indicated traffic flow in lots with angled parking spaces.

Penalties for parking violations are assessed in an amount determined by the Board of Trustees of Temple College.

Traffic Violations Policy

Any of the following, taking place anywhere on the property of Temple College or Temple College Center at any time, will constitute a traffic violation:

1. Driving without a valid driver's license
2. Exceeding 15 miles per hour
3. Failure to come to a complete stop at a stop sign
4. Driving the wrong way on a one-way street
5. Driving on a sidewalk or lawn
6. Failure to yield to pedestrians
7. Any other violation of Texas Motor Vehicle Laws

Employee Citations and Payment of Fines

Campus Police can issue traffic tickets/citations to employees for certain moving/traffic violations such as parking in spaces designated for persons with disabilities and parking in a fire lane. These citations will be adjudicated through the appropriate county/city judicial offices.

All other locally enforced (enforcement where procedure and fines are determined and dictated by Temple College policy) campus parking or traffic tickets/citations issued to college employees during an academic year will be adjudicated by using the following procedure(s):

Campus parking or traffic tickets/citations issued to college employees during an academic year will be entered into our administrative information system by Campus Police, with a hardcopy forwarded to the Human Resource Office.

The first two locally enforced citations issued to an employee per academic year will constitute warning violations. In these instances, the Human Resource Office, upon receipt of the hardcopy citation, will end date the citation in the administrative information system and file the paper copy. On the third and any subsequent citations, the citation will be posted in the administrative information system with fines assessed according to the following fine schedule:

\$25 for the third ticket per academic year,
\$40 for the fourth per academic year, and
\$60 for fifth and subsequent tickets per academic year

Campus Police can also request that a habitual offender (any vehicle cited for violations three (3) or more times) be referred to an appropriate administrator. Human Resources will notify the appropriate administrator, who will then counsel the employee. Any written documentation related to action taken will be sent back to Human Resources and placed into the employee's personnel file.

Employees will pay the fines through the Cashier's Office and forward a copy of the receipt to the Human Resource Office, who will then end date the citation in the administrative information system and file the paper copy. Any citation with fines issued to college employees that are not acted on within 10 working days and/or any employee appeal of a citation will be referred to the President.

Employees may have their parking privileges revoked until payment is received.

Board Approval Date: March 25, 2013

Effective Date: March 26, 2013

Final Revision Date: November 12, 2012

Policy Manual Review Committee: March 9, 2017

Security of Employee Vehicles

Temple College assumes no responsibility for the care and/or protection of any vehicle or its contents while the vehicle is operated or parked on campus; however, every effort will be made by Temple College to protect all vehicles and property.

1. All thefts, accidents, and offenses that occur on campus should be reported to the Campus Police Office.
2. A record of serial numbers of valuables should be kept.
3. Mark auto accessories so that they may be identified.
4. Write name and address in all personal textbooks.
5. Keys and valuables should not be left in the vehicle.
6. Always lock your vehicle.