

## **PARKING AND TRAFFIC POLICIES FOR CAMPUS CITATIONS**

### **Parking Permits (Registration of Vehicles)**

1. **Vehicle Registration:** All vehicles regularly parked on the Temple College (TC) main campus or any Temple College Center by college personnel, TC Board of Trustees members, students, and/or other individuals must be properly registered and display a valid parking permit.
2. **Registration Information:** In order to obtain a vehicle parking permit, the vehicle registrant must complete a Temple College parking permit form and provide their TC ID number or HR Orientation Form, 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, a new employee must present an Orientation form from the Human Resources Office, Temple College ID Card, or have his/her employee College ID number as proof of identification.
3. **Parking Permit Issuance:** Vehicle owners and operators **must** register vehicles for and obtain free parking permits. New employees receive their permit from Campus Police or Human Resources, current employees receive their new permit from Campus Police, students receive their permit from Cashier's Office, and any temporary parking permit is received from the Human Resources office. If a permit is needed at Hutto or Taylor, individuals can contact the campus director
4. **Display of Parking Permit:** On automobiles and trucks, the permit must be displayed on the driver's side rear windshield at the bottom. On motorcycles, the permit must be displayed on the rear fender. 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 Temple College Center designee.

### **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 TC administration and notice has to be given to Campus Police. For all emergency situations, Campus Police or appropriate Temple College Center designee can alter restrictions as conditions warrant.

### **Towing Policy**

Temple 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 the TC parking and traffic policy and procedures. The vehicle owner will be responsible for all costs involved in removing, impounding, and storing such vehicles.

### **OPEN PARKING**

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 through 6 a.m. the following Monday. 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 Temple College 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.

### **Violations**

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

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

Subject: Campus Parking, Traffic, and Appeals  
Board Policy Reference: CHC Legal

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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 any Reserved or designated parking space inconsistent with the type for displayed parking permit on the vehicle
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 listed in the Temple College Catalog, charges for Particular Service Student Violation Payment or Parking Appeals**

Violation payments can be made at the Cashier's Office

If you feel that a traffic or parking violation notice was issued to you unjustly, or if you feel that the circumstances were so compelling as to not warrant the violation, you may appeal the violation notice.

To appeal a ticket, email the Director of Student Life at [ruth.bridges@templejc.edu](mailto:ruth.bridges@templejc.edu) or 254-298-8309 with the following information:

1. Why you received a ticket with the date and time and the location of receiving the ticket.
2. Why you feel this ticket should be dismissed.

You must submit your appeal within five (5) working days after the violation was issued.

The Ticket Appeals Committee that consists of three students and two staff members will meet within (2) days of receiving an appeal request and render a decision. A student can only bring a particular violation to the committee once a semester. The Committee is the **final authority** with regard to ticket appeals.

**Hutto and Taylor Centers**

If you feel that a traffic or parking violation notice from either the Hutto Center or the Taylor Center was issued to you unjustly, or if you feel that the circumstances were so compelling as to not warrant the violation, you may appeal the violation notice. To

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appeal, contact the Center Director's office within five (5) working days after the violation was issued. The Center Director will serve as the final authority with regard to all ticket appeals at the Hutto and Taylor Center locations.

### **Employee Parking and Traffic Violation Payments and Processes**

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):

- a. **Employees:** 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:

Penalties for parking violations are listed in the Temple College Catalog, Charges for Particular Service

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.

**Security of Vehicles on Campus**

Temple College assumes no responsibility for the care and/or protection of any vehicle or its contents.

All thefts, accidents, and offenses that occur on main campus should be reported to the Campus Police Office; if you are at a satellite campus, then please contact your local police department.