

# TRAFFIC AND PARKING RULES AND REGULATIONS

## Parking Permits Required

All students, faculty, and staff must purchase a parking permit for each vehicle or motorcycle that will be parked on South Texas College property, with the exception of the Park and Ride facility at the Pecan Campus that does not require a permit. A parking permit is required for each vehicle and cannot be transferred from one vehicle to another. A parking permit does not guarantee a parking space, but does authorize parking in designated areas.

## Purchasing a Parking Permit

Parking Permit must be purchased online via JagNet, accessible on the STC main web page on any enabled computer or kiosk. To purchase a permit, all previous parking fines must be paid in full prior to obtaining a permit. When health and safety is compromised, parking permits will ONLY be mailed to a residence.

## Parking Permit Fees

- Initial permit \$25.00
- Additional or Replacement permit \$25.00

## Replacement Parking Permits

A parking permit cannot be transferred between vehicles however, our department can provide a replacement parking permit at no cost for the following reasons with proper documentation:

- Windshield Replacement
- Vehicle Total Loss

## Permit Refunds

Refunds can be issued for unused parking permits returned within 15 days of purchase. Subject to approval.

## Temporary Parking Permits

Students and employees with permanent parking permits may obtain a temporary parking permit for short periods when a vehicle or motorcycle is not available, this includes waiting for a parking permit that has been mailed. You may request a temporary parking permit online through JagNet by selecting the Parking App.

## Displaying a Parking Permit

Permits for cars, trucks, and SUVs shall be visible and permanently affixed to the inside lower right-hand corner (passenger side) of the windshield with only the adhesive on the front face of the permit (do not use tape).

Permits for motorcycles shall be permanently affixed in a clearly visible location with only the adhesive on the opposite side of the permit (do not use tape).

Permits shall be displayed in an upright position and not altered in any way. Parking permits cannot be transferred from one vehicle to another vehicle.

## Issuance of Citations

Texas Education Code Section 51.201 states that laws of the state are in effect for Institutions of Higher Education and violations of state traffic

laws may result in the issuance of citations to be adjudicated through municipal courts.

Administrative citations can also be issued for traffic and parking violations. Citations may be based upon video camera recordings.

Individuals who own or operate a vehicle or motorcycle on South Texas College property will be held liable for any citations issued to that vehicle or motorcycle with or without a permit. STC students, faculty, or staff who park in a visitor space will be ticketed with or without a permit displayed.

Examples of citations that may be issued are as follows:

- No parking permit.
- Expired parking permit.
- Misuse of parking permit.
- Improper display of parking permit, including not permanently affixing the permit in the proper location and/or using glue or tape rather than the permit adhesive.
- Parking where prohibited by signs or markings (Fire Lane, Handicap, Faculty/Staff, Visitor, Reserved, Loading/Unloading).
- Parking in Visitor spaces, with or without a permit, while an employee or student at South Texas College.
- Parking in Visitor spaces for longer than the allotted time.
- Parking where there is no designated parking space.
- Parking alongside islands and curbs marked No Parking or painted red.
- Dropping off persons or items in a No Parking or No Dropping Off area.
- Double-parked (encroaching on another parking space).
- Parking in a fire lane (red zone) (subject to tow at owner's expense).
- Failure to come to a complete stop at a stop sign.
- Driving the wrong way.
- Failure to obey roadway signs.
- Parking in a handicapped parking space without properly displaying a valid handicap placard/license plate or disabled veteran license plate issued by the State of Texas. Handicap spaces are not for use by individuals who do not have a handicap, even if the vehicle properly displays a handicap placard/license plate or disabled veteran plate.

## Administrative Citation Fees

1st Citation	\$30.00
2nd Citation	\$50.00
3rd Citation	\$80.00
4th Citation	\$100.00
5th Citation	\$220.00 (\$100.00 wheel lock removal fee)

Fire lane and handicap violations are subject to the city municipal court fines. (City Municipal fines may differ)

## Skateboard and Other Appliance Violations

1st Citation	Warning
2nd Citation	\$30.00
3rd Citation	\$50.00

4th Citation	\$70.00
5th Citation	\$90.00

## Moving Violation Fees

1st Citation	\$30.00
2nd Citation	\$50.00
3rd Citation	\$90.00

City Municipal citations vary by jurisdiction.

## Wheel Locks

Wheel locks shall be placed on vehicles that have four (4) previous citations and are receiving a 5th citation or for other violations of STC regulations and shall not be removed until all pending citations have been paid and a receipt of payment is presented to the STC Department of Public Safety.

Wheel locks may be placed on vehicles for outstanding parking fines and other parking, security, or police matters. The STC Department of Public Safety is not responsible for damage to vehicles.

## Appeals of Citations

Appeals of municipal citations can be made through the city Municipal Court or the Justice of the Peace. Appeals of administrative citations must be submitted electronically and no later than fifteen (15) working days from the date of the citation. Appeals turned in after 15 working days will be denied. An appeals committee will review the appeal and forward the decision to the email address provided.

### **Administrative citation appeals may be submitted as follows:**

1. Access JAGNET via any internet-enabled computer or kiosk. Select the Security tab and the Appeals tab to submit the appeal electronically.

Individuals receiving their first citation, with the exception of Handicap, Fire lane, and Wheel lock violations, may take an awareness examination and if successful, the fine will be waived. Individuals with multiple citations may have the total of their fines reduced by 50% upon successful completion of the examination. The examination is offered as a one-time solution and is conducted online. Please contact the STC Department of Public Safety for further assistance.

## Incident or Accident

If you are involved in an incident or accident on South Texas College property that requires emergency assistance, call 911 immediately. For other assistance, contact the STC Department of Public Safety at 956-872-4444.