

# 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. 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 permits must be purchased online via the STC parking portal. All outstanding parking fines must be paid in full prior to obtaining a permit. Parking permits will be mailed to the address selected or entered on the STC parking portal.

## Parking Permit Fees

- Initial permit \$25.00
- Additional permit \$25.00

## Replacement Parking Permits

A parking permit cannot be transferred between vehicles however, a parking permit may be replaced at no cost for the following with proper documentation:

- Windshield Replacement
- Vehicle Total Loss

## Permit Refunds

Refunds can be issued for unused parking permits returned within 21 days of purchase. Subject to approval.

## Temporary Parking Permits

Students, faculty, and staff with valid 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 the STC parking portal.

Visitors may also obtain a temporary parking permit through the STC parking portal on the STC Department of Public Safety webpage.

## Displaying a Parking Permit

Please read this section closely, once the parking permit has been adhered, it cannot be easily removed from your windshield.

Parking 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, including but not limited to, fire lane, disabled, faculty/staff, visitor, reserved, medical, or 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).
- Driving against traffic.
- Parking in a disabled parking space without properly displaying a valid disabled placard/license plate issued by the State of Texas. Disabled spaces are only to be used by individual that the disabled placard/license plate has been issued to.

## Administrative Citation Fees

Warning	\$0.00
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 Violations

1st Citation	\$50.00
2nd Citation	\$90.00

## 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 Violations

Warning	\$0.00
1st Citation	\$30.00
2nd Citation	\$50.00
3rd Citation	\$90.00

### Handicap Parking Violations

Handicap Parking Violation	\$150.00
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\*If a citation for fire lane parking, handicap parking, or moving violations is issued by an STC Police Officer the fees will vary depending on the Municipal or Justice of the Peace courts in which the campus is located.

### Wheel Locks

Parking enforcement such as a Wheel locks will be placed upon receiving the 5<sup>th</sup> citation for the same violation. All outstanding citations must be paid and receipt of payment must be presented to the South Texas College Department of Public Safety before the wheel lock is removed. If the wheel lock is attempted or successfully removed from the vehicle without the approval of the STC Department of Public Safety the individual will be responsible for any damage done to South Texas College property.

Wheel locks may be placed on vehicles for outstanding parking fines and/or security/police matters.

The South Texas College Department of Public Safety is not responsible for any damage to vehicles.

### Appeals of Citations

The South Texas College Department of Public Safety provides an independent Traffic and Parking Citation Appeals Committee for administrative citations that includes faculty and staff who are not employees of the STC Department of Public Safety. An administrative citation appeal must be submitted through the STC parking portal within 15 days from the date of the citation. Appeals are not allowed after 15 days.

If a citation is issued by an STC police officer, you may not appeal the citation through the STC parking portal. All citations issued by STC police officers will be referred to the Municipal or Justice of the Peace Courts in which the campus is located.

An individual that has received a citation(s) is eligible to take a one-time parking quiz to waive or reduce parking fines. This does not apply if the violation is a wheel lock, fire lane or disabled parking fine. A score of 70% or more will result in the adjustment of the fine(s). If the individual fails the examination, they are unable to retake the examination and it is noted on their account. The examination is offered as a one-time solution per school year and is conducted online.

### 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.