

21.99.99.D0.01 Parking and Traffic Procedure

Approved: June 27, 2016
Revised: November 25, 2020
Next Scheduled Review: November 25, 2025



Procedure Summary

Texas Education Code, Subchapter E, Sections 51.201 - 51.211 provide the basis for state institutions of higher education to implement rules and procedures for the safety and welfare of students, employees, and property with respect to the operation and parking of vehicles on the grounds, streets, drives, alleys, and any other institutional property under its control. As such, this standard administrative procedure is relevant to processes at Texas A&M University - Central Texas (A&M-Central Texas).

Definitions

The following defined terms are in addition to the definitions and terms of the Texas Motor Vehicle Laws, which apply on University property:

BUS STOP: A no parking area where buses stop to pick up and drop off passengers.

CAMPUS or UNIVERSITY PROPERTY: The property under the control of the University.

CONTRACT EMPLOYEE: Any person employed by a business, but not affiliated with Texas A&M University- Central Texas as faculty, staff or student, which has entered into a contract with the University to operate a business, or service function of the University.

COURT APPEARANCE (“CA”) CITATIONS: Those issued by UPD officers constituting a summons to appear in either municipal court, justice court, or any court of competent jurisdiction.

DRIVER / VEHICLE OPERATOR: Any person, who drives, operates or is in actual physical control of a vehicle on University property.

EMPLOYEE: Any person employed by the University regardless of whether the person is employed with or without salary.

FACULTY: Any individual whose contract has been processed through the Office of the Provost and who are assigned a full time faculty position with the University. This shall exclude all individuals employed under graduate study status. Such positions as teaching assistant, graduate assistant, lab instructor, or grader do not qualify for this classification.

STAFF: Any non-faculty employee who is employed under full-time status (75% effort or greater). This does not include non-faculty employees who have a temporary, part-time, or work study status.

HANDICAP PARKING: Reserved for individuals displaying an official state issued license plate or handicap placard. A university parking permit is required.

IMPOUND: Any immobilization, towing, removal and storage of a vehicle.

OFFICIAL VISITOR: An individual who is not eligible for an annual University parking permit and who comes to campus to conduct business or to render a service to the University.

PARKING PERMIT: Refers to a hangtag or static cling decal issued by A&M –Central Texas authorizing the motor vehicle properly displaying the permit to be parked within designated zones. The purchase and display of a parking permit serves as proper vehicle registration.

PRIMA FACIE EVIDENCE: This is “evidence sufficient to establish a claim or defense until rebutted by contrary evidence” (Blackwell, 2004). In Latin, it literally means “on its first appearance”, and such evidence is generally deemed sufficient to prove a particular proposition or fact if it is not refuted by later evidence or argumentation.

PARKING SPACE: An area designated for vehicle parking by pavement or curb markings or signs. Any area not marked is not a valid parking space.

STUDENT: Any person who is or has been, within the last six months, registered or enrolled at the University (including special students, part-time students, auditing individuals, teaching assistant students, graders and research assistants).

TEMPORARY PERMIT: A permit issued by UPD in an emergency situation that makes it necessary to operate a previously non-registered vehicle on campus.

UPD: University Police Department

VEHICLE: Includes automobiles, buses, trucks, trailers, motorcycles, trike, motor scooters, motorbikes, mopeds, bicycles, golf carts, club cars and tractors.

VENDOR: An individual or company not affiliated with the University that provides goods or services to the University.

VISITOR: Any person who is not a faculty, staff or student member, or an Official Visitor of the University.

VISITOR PARKING: A parking area reserved for visitors. No student is allowed to park in designated visitor parking.

Procedure

1. General Procedures

- 1.1 All faculty/staff, students and visitors who park on University property must have a valid University parking permit.
- 1.2 A parking permit signifies that an individual has been granted the privilege of parking a vehicle on University property, but does not guarantee a parking place on campus. The responsibility of finding a legal parking space rests with the motor vehicle operator. Lack of space is not considered a valid excuse for violations of any parking procedure.
- 1.3 The registrant of the permit is held responsible for the proper parking of the vehicle regardless of who may be the operator.
- 1.4 The operation of a motor vehicle or bicycle on University property is a privilege granted by the University and is not an inherent right of any faculty/staff member, student or visitor.
- 1.5 Any person who operates a motor vehicle on the A&M-Central Texas campus is held responsible for obeying all University procedures and all vehicles and traffic laws required by the state of Texas.
- 1.6 The legal speed limits on campus are 20 MPH on streets.
- 1.7 Vehicles may not be washed or repaired anywhere on campus.
- 1.8 All vehicles must stop for pedestrians in a crosswalk.
- 1.9 All laws of the state of Texas, ordinances regarding traffic in the city of Killeen, and rules and procedures of the University are in effect 24 hours a day. The fact that a violation notice is not issued when a violation occurs does not imply that the procedure or law is not in effect.
- 1.10 The University assumes no liability or responsibility for damage to or theft of any vehicle parked or driven on campus. The University assumes no responsibility or any duty to protect any vehicle or its contents at any time the vehicle is operated or parked on campus. No bailment is created by granting any parking or operating privileges regarding a vehicle on any property owned, leased, or otherwise controlled by the University.
- 1.11 Each vehicle operator is responsible for knowing and following the laws and procedures.
- 1.12 Moving citations will be issued for any violation of this procedure and the Texas Transportation Code.

- 1.13 All bicycles are to be stored temporarily on the bicycle rack located in the rear of Founder's Hall and Warrior Hall. Bicycles are not to be attached to benches, landscaping, or sign posts. Any bicycle abandoned for three (3) consecutive business days may be seized by the University Police Department and held as found property.

2. ADMINISTRATION AND ENFORCEMENT

- 2.1 The University Police Department (UPD) is authorized to enforce these procedures, including the right to impound vehicles, at any time and under any circumstance deemed necessary by UPD.
- 2.2 UPD officers are authorized to issue university citations or Court Appearance "CA" citations enforceable in municipal court, Justice of the Peace, or any court of competent jurisdiction.
- 2.3 CA citations that show violations issued by UPD officers constituting a summons to appear in Killeen Municipal Court or other state court is indicated on the issued citation.
- 2.4 The University Appeal Committee Officials
 - 2.4.1 The University Appeal Committee is composed of representatives from the student body, the Division of Student Affairs, and the faculty. The committee meets on as needed basis and hears the final appeal on parking citations and UPD issued university citations.
 - 2.4.2 The committee may uphold the citation, reduce the citation to a lesser included offense, reduce the citation to a warning, or dismiss the citation.
 - 2.4.2.1 Payments for permits, fines, and fees may be submitted to the University's Business Office.
 - 2.4.2.1.1 Payments for fines may be mailed to the Business or Parking Services Office at University Police Department Texas A&M University – Central Texas, 1001 Leadership Place, Killeen, Texas 76549.
 - 2.4.2.1.2 Unrolled coins will not be accepted.

3. AUTHORITY

- 3.1 UPD is authorized to enforce this university procedure and related procedures:
 - 3.1.1 Through the issuance of university citations and collection of enforcement fees, including periodic billing of unpaid citations and the referral of individual cases pertaining to unpaid campus citations to a national collection agency;
 - 3.1.2 Through the impoundment of vehicles interfering with the movement of vehicular, bicycle or pedestrian traffic, blocking a sidewalk or space for those with disabilities, loading dock, ramp, cross-walk, entrance, exit, fire lane, or aisle;

- 3.1.3 Through the impoundment or booting of vehicles for unpaid enforcement fees or display of a lost, altered, or stolen parking permit after proper notice (issuance of previous citations, vehicle notification, holds in records, and/or citation invoice);
- 3.1.4 By the suspension, revocation or denial of campus driving privileges and parking permit privileges to those with overdue charges or who have violated these procedures;
- 3.1.5 By requiring either the vehicle owner or operator or the person who purchased the permit to appear in court for certain moving violations;
- 3.1.6 By barring re-admission and by withholding grades, degree, refunds, and official transcript of any student for non-payment of outstanding charges in accordance with university standards;
- 3.1.7 By referring employees or students who fail to abide by these procedures for appropriate university disciplinary action; and,
- 3.1.8 By such methods as are commonly employed by municipal governments or state agencies in control of traffic procedure enforcement.

4. PROOF

- 4.1 The issuance of a citation reflecting the existence of any parking or traffic control device, sign, short-term spaces, signal or marking at any location on the university property shall constitute prima facie evidence that the same was in existence and was official and installed under the authority of applicable law and these procedures.
- 4.2 When any person is charged with having stopped, parked and left standing a motor vehicle on the campus, in violation of any provision of these Parking and Traffic Procedures, proof that said vehicle was, at the date of offense, bearing a valid university 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.
- 4.3 If the vehicle does not bear a valid university parking permit, proof that the vehicle at the date of offense alleged was owned by an individual is prima facie evidence that said vehicle was then and there stopped, parked and left standing by the individual.

5. RESPONSIBILITY

- 5.1 The person to whom a university parking permit is issued is responsible for any citation issued with respect to a car displaying that permit or a vehicle registered through UPD by that person.
- 5.2 If the vehicle does not display a valid university parking permit and is not registered through UPD to any university permit holder, then the person to whom the vehicle is registered through the Texas Department of Transportation at the time of issuance of the citation and that individual's university affiliate (faculty, staff, student, or contractor) are responsible for the citation.

6. COLLECTIONS

6.1 The university may arrange for collection of debts due to the university pursuant to these procedures in the following manner:

6.1.1 A financial hold will be placed against a student for past due debts.

6.1.2 Use of a commercial collection agency or attorney to collect past due fees for permits or citations

6.2 No parking permit will be issued to any individual who has an outstanding debt under these procedures or otherwise in accordance with university standards.

6.3 Any charge not paid when due may be forwarded to an outside collection agency or an attorney for collection. The offender will be responsible for paying all cost of collection, including any agency fees and/or reasonable attorney's fees, which will be added to the amount due.

7. PARKING PROCEDURES

7.1 General Provisions:

7.1.1 A vehicle operator shall only park in a parking space as authorized by the parking permit displayed or as otherwise specifically authorized by UPD; and,

7.1.2 Each parking space, within a parking lot, shall be marked or defined by appropriate signs and/or other markings.

7.2 Use of Parking Permits:

7.2.1 No person shall lend, sell or otherwise allow another person to use their permit, except as specifically authorized by these procedures.

7.3 Manner of Parking:

7.3.1 No person shall:

- a) Park without a current permit except as specifically authorized by UPD;
- b) Park a vehicle such that it occupies portions of more than one parking space or double;
- c) Park a passenger vehicle in a motorcycle parking space;
- d) Park a motorcycle, except a trike, in a passenger vehicle parking space;
- e) Park a vehicle in a manner that obstructs accessibility parking spaces, walkways, driveways, ramps, loading docks or marked crosswalks;
- f) Park any vehicle on a sidewalk, curb, walkway, patio, plaza, grass, shrubbery, any unimproved ground area, or any area not designed for parking;
- g) Park a vehicle, or permit a vehicle, to block access to any area designated as a fire lane or 15 feet in either direction of a fire hydrant. Fire lanes are designated by posted signs and/or red painted curbs. Any emergency authorization for use must be obtained through UPD;

- h) Park a vehicle in a no parking zone or an area designated as a bus stop;
- i) Park in a space with a barricade, or remove a barricade, except as specifically authorized by UPD; or,
- j) Leave a vehicle overnight in any parking area without notifying the University Police Department via email or phone. UPD assumes no responsibility for the vehicle by granting permission to leave a vehicle parked on university property overnight.

7.3.2 Motorcycles: Are permitted to park in a parking space designated for motorcycles. It is a violation to park a motorcycle along the side of another motorcycle in a single parking space. This procedure describes two wheeled motorcycles not three wheeled vehicles.

7.3.3 Accessibility Parking: No person shall park a vehicle in a “Handicapped” space without a university parking permit and the appropriate state issued handicapped placard or license plate.

7.3.4 Visitor Parking: Visitors may be offered a no-cost visitor permit not to exceed three calendar days without prior consent. Students, employees, and contractors shall not park in visitor parking.

7.3.5 Emergency Vehicle Parking: Emergency vehicles are exempt from these provisions of these procedures when being operated in response to an emergency situation.

7.3.6 Abandoned Vehicles: The University may deem a vehicle parked on university property for more than 48 hours without a valid permit, or without appropriate notification to UPD, to be abandoned and may remove such vehicles as provided in Section 683.001 – 683.078 of the Texas Transportation Code.

7.3.7 Bicycles are not allowed inside any building and must be parked in the designated areas exterior to the building.

7.4 Parking Permits

7.4.1 Issuance of Permits:

7.4.1.1 The Business Office may issue a parking permit to any employee or student of the university and vendors or contractors operating on the campus upon payment of the appropriate fee, after the individual has completed registering their vehicle in Warrior Web.

7.4.1.2 UPD shall allocate and provide the Business Office with permits to be made available to employees, students, and official visitors of the university in a manner intended to serve the needs of the university.

7.4.1.3 A parking permit shall be issued upon payment and a completed application provided to the Business Office after the individual has completed the vehicle registration process in Warrior Web.

- 7.4.1.4 Employees and students displaying a Disabled Veteran (DV) license plate will have their parking registration fee waived.
 - 7.4.1.5 A parking permit is transferable between two passenger vehicles operated by or for the transportation of the permit holder.
 - 7.4.1.6 Parking permit holders may register only one additional vehicle per permit; however, multiple permits may be purchased at the appropriate decal purchase fee. Additional vehicle must be registered with UPD.
 - 7.4.1.7 Ownership of all permits remains with the university and is not transferable.
- 7.4.2 Classes of permits and eligibility:
- 7.4.2.1 Parking permits are purchased on an annual basis (academic year beginning each fall semester) and will be prorated depending on the semester in which the permit is purchased.
 - 7.4.2.2 Employee: All full-time and part-time employees are eligible for this class of permit. The cost for this permit is located in Appendix 1. Student employees (e.g. graduate assistants, lab assistants, teaching assistants, etc.) do not qualify for this classification.
 - 7.4.2.3 Students: All A&M – Central Texas students are eligible for this class of permit.
 - 7.4.2.4 Only the President, through the A&M University System Board of Regents, has the authorization to modify parking & transportation fees for employees and students.
 - 7.4.2.5 Temporary Parking Permits are available through the UPD Office. Regular parking permit holders are only allowed 3 temporary parking permits per person per semester. Vehicle information must be made available to UPD in order to receive the Temporary Parking Permit.
 - 7.4.2.6 Special Event Parking Permits are generated by UPD. This permit type is only available for university-sponsored events with an attendance over 49 individuals. The event point of contact is responsible for requesting and distributing this permit. The permit must be requested through Events Services. Events with an attendance of fewer than 19 individuals will require the guest, visitor, vendor, and/or individuals to obtain a temporary parking permit as mentioned in 7.4.2.5 of this policy.
- 7.4.3 Students attending A&M-Central Texas or institutions listed below with an articulation agreement:
- 7.4.3.1 Students who are registered at A&M-Central Texas and have a valid parking permit from one of the institutions below must complete the vehicle parking process in Warrior Web.

7.4.3.2 Students who are registered at A&M-Central Texas and have a valid parking permit from one of the institutions below must visit the Business Office to complete an A&M-Central Texas vehicle registration form and provide a current class schedule.

7.4.3.3 Students who are employees and have a valid parking permit from one of the institutions below must visit the Business Office with their employee ID to complete an A&M-Central Texas vehicle registration form.

7.4.3.4 Students that utilize their institution's parking permit may use any lot to park.

- a) Temple College (TC)
- b) Central Texas College (CTC)
- c) East Williamson County Higher Education Center (EWCHEC)
- d) All Texas A&M Universities and Agencies
- e) Texas State Technical College (TSTC)
- f) Austin Community College (ACC)
- g) University of Mary Hardin Baylor (UMHB)

7.4.4 Display of Permits:

7.4.4.1 Permits shall be hung from the rearview mirror, printed side facing out with the permit print clearly visible through the vehicle's windshield.

7.4.4.2 Failure to display permit clearly and appropriately will result in the issuance of a citation.

7.4.5 Surrender or Removal of Permits:

7.4.5.1 Termination of relationship with A&M-Central Texas: A permit holder shall return their permit to UPD and or the Human Resources department when the permit holder's relationship to the university terminates.

7.4.5.2 Permit holders are required to remove and surrender their permit:

- a) When there is a change in the ownership;
- b) When a replacement permit is issued; and/or,
- c) Upon revocation of the permit.

7.4.6 Expiration of Permits: Permits will expire on the date listed on the face of the permit.

7.4.7 Payment for Permit:

7.4.7.1 Student parking permits are considered a fee by the university and are billed in combination with other university fees and tuition. Refunds of parking permits are subject to the university's refund policy and will not be refunded separately from other fees and tuition.

- 7.4.7.2 When an application is made for a permit, the fee charged will be for the entire amount of the permit (See Appendix 1 for fee amount). Permit payments are to be made with the Business Office.
- 7.4.7.3 Motorcycles will be charged the same fee as passenger vehicles. If a commuter registers both an automobile and a motorcycle, the cost of the second permit will be \$30.00.
- 7.4.7.4 Temporary permits are provided at no charge.
- 7.4.7.5 Employees and students may obtain a parking permit for a second vehicle (motorcycle or automobile) for \$30.00 per year or \$15.00 per semester.
- 7.4.8 Lost or Stolen Permit: A permit holder shall immediately report a lost/stolen permit to UPD.
- 7.4.8.1 Permit holders are urged to protect their permits from theft by locking their vehicles. If a permit is lost or stolen, the loss should be reported to UPD, in person, immediately. Replacement permits are available for purchase.
- 7.4.8.2 Any permit recovered after a lost or stolen report has been filed must be returned to UPD immediately.
- 7.4.8.3 Use of a lost/stolen permit is subject to fines and penalties as outlined in these procedures. Students in possession of a stolen permit may be referred to the Office of Student Conduct.
- 7.4.9 Permit Refund: Refund of a parking fee will be processed when a student withdraws from the university on or before the 20th class day of a regular semester, or the 10th class day for a summer semester. All refunds will be processed by the Business Office in accordance with the university refund policy.
- 7.4.10 Permit Misuse/Unauthorized Use:
- 7.4.10.1 Allegations of student misuse of parking permits may result in confiscation of the permit, and the allegation will be submitted to the Office of Student Conduct for appropriate investigation and resolution.
- 7.4.10.2 UPD is authorized to temporarily suspend campus parking and driving privileges on university property for any person whose vehicle is cited for displaying a lost, stolen, or altered permit of any A&M-Central Texas parking permit not issued in accordance with these procedures.
- 7.4.11 Permit Holder Accountability
- 7.4.11.1 The absence of sufficient parking spaces, on university property, is not justification for violation of this procedure.
- 7.4.11.2 Failure to enforce any procedure shall not constitute a waiver of the university's authority to enforce these procedures.

7.4.11.3 Other improperly parked vehicles do not constitute an excuse for improper parking.

7.4.11.4 Use of the parking permit is prima facie evidence that the permit holder agrees to abide by these procedures.

7.5 Enforcement

7.5.1 Any person violating this procedure may receive a citation(s).

7.5.2 All University Police Officers are duly Commissioned Peace Officers of the State of Texas under Section 51.203 of the Texas Education Code.

7.5.3 The primary jurisdiction of a Peace Officer commissioned under Section 51.203 of the Texas Education Code grants primary jurisdiction in all counties in which property is owned, leased, rented, or otherwise under the control of the institution of higher education that employs peace officers.

7.5.4 Sworn members of the University Police Department are authorized to issue two (2) types of citations for violations of university parking and traffic laws.

7.5.5 University Violation Notices are those handled by the university, subject to University administrative violation charges and a right to appeal within the university.

7.5.6 Court Appearance Citations are those handled by the University Police, but may constitute a summons to appear in either the Killeen Municipal Court or a Justice of the Peace Court or any other court of competent jurisdiction in the State of Texas.

7.5.6.1 Failure to discharge a court appearance citation may result in the issuance of an arrest warrant.

7.5.7 University Citations are issued for offenses listed in Appendix 3: Driving and Moving Violations, and other Fines.

7.5.7.1 Any person receiving a university citation must remit the payment in the amount of the charge to the Business Office or submit an appeal to UPD within seven (7) business days from the issuance date the citation(s).

7.5.7.1.1 Failure to meet the seven (7) business day requirement will result in a one-time late penalty of \$5.00 for each citation.

7.5.7.2 Any, towing, booting, and/or storage fees for the removal of an impounded or immobilized vehicle or bicycle must be paid regardless of whether an appeal has been submitted.

7.5.7.3 Students who fail to pay citation charges may have a financial hold placed on their student account preventing students from receiving grades, refunds, official transcripts, or graduating.

7.6 Vehicle Immobilization or Impoundment:

7.6.1 UPD may immobilize (boot) or impound (tow/relocate to a storage area) the vehicle of any person who:

- a) Is arrested on university property; the vehicle may be released to the next of kin or licensed driver if approved by the arrested person. The vehicle shall only be released to a third party if the vehicle is not deemed evidentiary in association to the arrest.
- b) Blocks access to any building, loading zone, reserved area, or barricaded area;
- c) Disregards barricades, traffic cones, or other traffic devices;
- d) Parks in a fire zone or lane;
- e) Parks on the grass, sidewalk, or in any other area that restricts pedestrian or vehicular traffic;
- f) Accumulates four (4) or more unpaid parking or traffic citations and/or charges of \$200.00 or more;
- g) Has any outstanding citations over 120 days past due;
- h) Is in possession of a lost, stolen or altered parking permit; or,
- i) In circumstances not specifically enumerated and safety to the public is as at risk by the presence of the vehicle.

7.6.2 Attempting to or removing an immobilizing device attached to a vehicle is a Class B Misdemeanor for Criminal Mischief or Theft and will the individual(s) may referred to appropriate parties for criminal and/or administrative sanctions. If the immobilization device is damaged or lost due to removal, the individual will be charged with the replacement cost of the device.

7.6.2.1 All outstanding citations must be paid in full prior to release of the vehicle.

7.6.2.2 Vehicles may also be booted at the discretion of UPD for other violations of these procedures or Texas State Law.

7.6.2.3 The university is not responsible for any damage to the vehicle during booting, towing, relocation or storage.

7.6.2.4 After notice has been posted on the vehicle, vehicles booted for longer than thirty-six (36) hours may be impounded; the owner and operator are responsible for any booting, towing or storage fees.

7.7 Suspension of Privileges

7.7.1 Driving and parking privileges may be suspended by the appropriate office, such as Human Resources and or The Office of Student Conduct, if the violator has displayed a lost, stolen, or altered permit or other flagrant violations of these procedures.

7.7.2 The loss of the privilege of driving or parking a vehicle on university property shall commence immediately following notification of suspension.

- 7.7.3 Such notification shall state the term of the suspension and consequences for violation of stated terms.
- 7.7.4 If a person whose privilege of driving or parking on university property has been suspended received a university citation by reason of having a vehicle on university property during the period of their suspension, a referral to the appropriate university office may be made for appropriate investigation and resolution.
- 7.7.5 A person receiving notice that their privilege of driving or parking on university property has been suspended shall return, without refund, the remnants of the permit issued (or entire hanging permit) to the UPD or Human Resource office within 7 days after such notice.

7.8 Appeals Process

- 7.8.1 Any person issued a university citation may appeal the citation using the appeals process. Appeals can be submitted electronically by the Appeals Form located under the Parking Services page. Appeals are reviewed and adjudicated by the University Citation Appeals Committee. The appeal must be received within seven (7) business days from the date of the citation's issuance. The citation may be upheld, reduced, or dismissed. If the appeal is not filed within the designated time frame of seven (7) business days, the citation is deemed final.
- 7.8.2 Appellate decisions will normally be made within three to four (3-4) weeks of submitting the appeal. The notification of the decision will be sent via student email and certified mail with delivery and read receipt and the U.S. Postal Service within 15 days of the committee's decision.
- 7.8.3 Appellees not satisfied with the decision and has new or additional evidence for the University Citation Appeals Committee to consider, may request a second appeal. This request must be made within seven (7) business days of the date notified of the initial decision. If a second appeal is not requested by this deadline, all decisions made at the first level are final.
- 7.8.4 After a period of seven (7) business days from the date of issuance, citations not resolved through the department will be considered past due. Past due citations may result in restriction of subsequent academic registration and withholding of a student's transcript until such time as the obligation is satisfied. Parking privileges and restricted services may be restored when all overdue citations have been resolved. At the discretion of A&M-Central Texas, overdue citations may be adjudicated in a court of competent jurisdiction in accordance with Article 51.208 of the Texas Education Code. As an agency of the State of Texas, unpaid citations are reported to the State of Texas.
- 7.8.5 If notice of outstanding citations is given to the registrant of the vehicle and the registrant claims the citation was not received, the registrant is still responsible for all outstanding citations.
- 7.8.6 A two-tiered appeals process has been established to hear appeals of violation notices.

7.8.6.1 Level I: Completed citation appeal forms will be reviewed by the University Citation Appeals Committee.

Level II: Appellees not satisfied with the decision and has new or additional evidence for the University Citation Appeals Committee to consider, may request a personal appearance before the committee by email parking-services@tamuct.edu within seven (7) business days of when the initial decision was emailed/mailed. It is not a requirement to be present during the hearing.

7.8.7 Boot or administrative citations and towing or storage fees are not eligible for appeal.

7.8.8 Any university citation, that is not a warning, must be appealed as described in these procedures.

8. PARKING AREAS

8.1 Parking Lot A has reserved spaces for university-owned vehicles.

8.2 Parking lots A and B have visitor parking spaces that are reserved for visitors only.

8.3 All parking lots have accessibility parking spaces available for authorized vehicles only.

8.4 There is no reserved parking for employees, students, or contractors.

Related Statutes, Policies, or Requirements

Texas Transportation Code, [Chapter 683, Section 683.001 – 683.078](#)

Texas Education Code, [Chapter 51, Sections 51.201 - 51.211](#)

Appendix

Appendix 1: Permit Registration Fees:

Fall Semester	
Faculty and Staff (annual)	\$60.00 or pro-rated based on hire date
Adjunct Faculty and part time staff (per year)	\$40.00
Adjunct Faculty and part time staff (spring)	\$20.00
Adjunct Faculty and part time staff (summer)	\$20.00
Student Parking	\$30.00

Spring Semester	
Faculty and Staff	Pro-rated based on hire date
Adjunct Faculty	\$20.00
Student Parking	\$30.00

Appendix 2: Parking Violation Fines:

Fines	
Parking in Handicapped Space	\$100.00
Permit Improperly Displayed or No Permit	\$25.00
Parked in Reserved Parking Space	\$25.00
Parked over the White Lines of Parking Space	\$25.00
Parked in a Fire Lane	\$25.00
Parked in a No Parking Zone	\$25.00
Parked in Service Drive	\$25.00
Parked in Visitor Space	\$25.00
Parked in Aisle Way of Lot	\$25.00
Parked on Grass/Sidewalk/Shoulder	\$25.00
Parked in Crosswalk	\$25.00
Improper Driving/Moving Violation	\$25.00
Immobilizer/Barred Vehicle:	\$50.00
Displaying Stolen/Defaced Permit	\$100.00

Appendix 3: Driving and Moving Violations, and other Fines:

Violations	
Speeding	\$35.00
Failure to yield to pedestrian in crosswalk	\$35.00
Disobeyed stop sign	\$35.00
Other moving violations	\$35.00
Littering	\$35.00
Expired motor vehicle inspection	\$35.00
Expired vehicle registration	\$35.00
All other moving violation	\$35.00

Contact Information

University Police Department
1001 Leadership Place
Killeen, TX 76549
(254) 501-5800