



21.99.99.D0.01 Parking and Traffic Regulations

Approved: June 27, 2016

Next Scheduled Review: June 27, 2019

Procedure Statement

Pursuant to the authority granted by S.B. 162 of the 60th Legislature, now incorporated into the Texas Higher Education Code, Subchapter "E", paragraph 51.201 - 51.211, Texas A & M University – Central Texas (A&M-Central Texas), parking and traffic regulations and Procedures are promulgated to regulate and control parking and traffic and the use of parking facilities, to provide the issuance of parking permits, and to provide for jurisdiction over offenses. These regulations and procedures apply to any person who walks, drives, or parks a vehicle on University property.

Reason for Procedure

The parking system is designed to protect the parking privileges of the permit holders and visitors. The parking regulations are intended to provide students, faculty, staff, and visitors with safe, secure, and convenient places to park.

These procedures are supplementary to applicable ordinances of the City of Killeen and statutes of the State of Texas that govern pedestrians and the use of motor vehicles and bicycles.

Official Procedure and Regulations

1. General Regulations

- 1.1 All faculty/staff, student and visitors who park on University property must have a University parking permit.
- 1.2 A parking permit signifies that an individual has been granted the privilege of parking a vehicle on University property and does not guarantee a parking place on campus. The responsibility of finding a legal parking space rest with the motor vehicle operator. Lack of space is not consider a valid excuse for violations of any parking regulation.
- 1.3 The registrant of the permit is held responsible for the proper parking of 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 regulations 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 and 10 MPH in parking lots.
- 1.7 Alcoholic beverages are not permitted on campus, except at such events and locations approved by the University administration.
- 1.8 Vehicles may not be washed or repaired anywhere on campus.
- 1.9 All vehicles must stop for pedestrians in a crosswalk.
- 1.10 All laws of The State of Texas, ordinances regarding traffic in the City of Killeen, and rules and regulations 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 regulation or law is not in effect.
- 1.11 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 content 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.
- 1.12 Each vehicle operator is responsible for knowing and following the laws and regulations.
- 1.13 Moving citations will be issued for any violation this regulation and the Texas Transportation Code.
- 1.14 All bicycles are to be stored temporarily on the bicycle rack located in the rear of Founder's and Warriors Hall. Bicycles are not to be attached to benches, landscaping, or sign posts. The owner of any bicycle will be issued a citation if the bicycle is found attached to anything other than the provided bike rack. Any bicycle abandoned for three (3) consecutive business days may be seized by the Department of Public Safety.

2. ADMINISTRATION AND ENFORCEMENT

- 2.1 The University Police Department (UPD) is authorized to enforce these regulations, 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 Student Affairs, Student Government, and faculty. The committee is formed 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 The Business Office will accept permit payments, fees and fines and maybe purchased using United States Currency, Check or Money Order payable to Texas A&M University – Central Texas, MasterCard, Visa or Discover Card, or American Express.

2.4.2.1.1 Payments for fines may be mailed to the Business or Parking Services Officer at 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 these university regulation and 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 regulations;

- 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 disciplinary action against employees or students who fail to abide by these regulations;
- 3.1.8 By such methods as are commonly employed by city governments or state agencies in control of traffic regulation 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 regulations.
- 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 Regulations, 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 regulations 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 UPD debt under these regulations 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 REGULATIONS

7.1 General Provisions:

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

7.1.2 Each parking space, within a 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 regulations.

7.3 Manner of Parking:

7.3.1 No person shall:

- Park without a current permit except as specifically authorized by UPD.
- Park a vehicle such that it occupies portions of more than one parking space or double parks a vehicle.
- Park an automobile, passenger vehicle in a motorcycle parking space.
- Park a motorcycle, except a trike, in a motor vehicle parking space.
- Park a vehicle in a manner that obstructs "Disabled" parking spaces, walkways, driveways, ramps, loading docks or marked crosswalks.
- Park any vehicle on a sidewalk, curb, walkway, patio, plaza, grass, shrubbery, any unimproved ground area, or any area not designed for parking.
- Park a vehicle, or permit a vehicle to stand in or 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.

- Park a vehicle in a no parking zone or an area designated as a bus stop.
- Park in a space with a barricade or remove a barricade, except as specifically authorized by UPD.
- Leave a vehicle overnight in any parking area without notification to and permission from UPD. 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 or a legal parking space. It is a violation to park a motorcycle along the side of another motorcycle in a single parking space.

7.3.3 Handicap 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 Visitors Parking: Official Visitors and Visitors may be offered a no-cost visitor permit not to exceed three days without prior consent. Students, Faculty, Staff, and Contractors shall not park in Visitor Parking.

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

7.3.6 Central Texas College (CTC) students: When attending CTC classes at A&M-Central Texas must park in the “C” lot. Students must have CTC student parking decal or temporary hangtag displayed.

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

7.3.8 Bicycles are not allowed inside the building. Bicycles must be parked outside in the designated areas.

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.

- 7.4.1.2 UPD shall allocate and provide the Business Office with permits among the faculty, staff, 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.
- 7.4.1.4 Faculty, Staff, and Students whose vehicle displays 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 being 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.
- 7.4.1.8 Bicycles operated or possessed on campus are expected to be registered with UPD. There is no cost with registering your bicycle with UPD. Bicycles must be parked in the bike rack.
- 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), but will be prorated depending on the semester purchased.
 - 7.4.2.2 Faculty and Staff: All full-time and part-time faculty and staff are eligible for this class of permit. The cost for this permit is located in appendix 1. Such positions as teaching assistant, graduate assistant, lab instructor, or grader do not qualify for this classification and individuals employed under temporary, part-time, or work study status.
 - 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 has the authorization to modify fees for Staff and Faculty as needed.
 - 7.4.2.5 Temporary Parking Permits are available through the UPD Office. Only (3) are allowed per person per semester. Vehicle information must be made available to UPD in order to receive the Temporary Permit.
- 7.4.3 Students who are currently attending one of the below schools and have registered their vehicle with that school must also register their vehicle each semester with A&M-Central Texas. Students must complete an A&M-Central Texas vehicle

registration form and attach a copy of their class schedule to the registration form. If an A&M-Central Texas student is an employee of one of the below schools a copy of their employee ID card and class schedule must accompany the registration form. The parking permit from one of the below schools must be valid and clearly visible.

- Temple College
- Central Texas College
- East Williamson County Higher Education Center
- All Texas A&M Universities and Agencies
- Texas State Technical College (TSTC)
- Austin Community College (ACC)

7.4.4 Display of Permits:

7.4.4.1 Permits shall be hung from the review 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 a citation being issued.

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 when the permit holder's relationship to the university terminates.

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

- When there is a change in the ownership.
- When a replacement permit is issued.
- 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 and maybe purchased using United States

Currency, Check or Money Order payable to Texas A&M University – Central Texas, MasterCard, Visa or Discover Card, or American Express. Unrolled coins will not be accepted.

- 7.4.7.3 Motorcycles will be charged the same fee as cars. 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 Faculty, staff 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 any 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 University Police, in person, immediately. There is a \$10.00 fee for a replacement permit.
 - 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 regulations.
- 7.4.9 Permit Refund: Refund of a parking fee will be processed automatically 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 their refund policy.
- 7.4.10 Permit Misuse:
 - 7.4.10.1 Misuse of any permit shall result in confiscation of the permit, and no permit shall be issued to that individual for at least one calendar year thereafter.
 - 7.4.10.2 UPD is authorized to 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 regulations.
 - 7.4.10.3 Additional criminal charges may also be imposed on individuals found in violation of these regulations.
- 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 these regulation.

- 7.4.11.2 Failure to enforce any regulation shall not constitute a waiver of the university's authority to enforce these regulations.
- 7.4.11.3 Other improperly parked vehicles do not constitute an excuse for improper parking.
- 7.4.11.4 Permit holders are responsible for all fees and fines issued to a vehicle displaying a parking permit issued to the permit holder or a vehicle registered to the permit holder or a member of the permit holder's family.
- 7.4.11.5 Use of the parking permit is prima facie evidence that the permit holder agrees to abide by these regulations and procedures.

7.5 Enforcement

- 7.5.1 Any person violating these regulations 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 Non-sworn Security Officers are authorized to issue only issue university violation notices.
- 7.5.6 University Violation Notices are those handled by the university, subject to University administrative violation charges and a right to appeal within the university.
- 7.5.7 Court Appearance Citations are those handled by the University Police, but constituting 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.
- 7.5.8 Failure to discharge a court appearance citation may result in the issuance of an arrest warrant.

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

7.5.9.1 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 five (5) business days from the issuance date the citation(s).

7.5.9.2 Failure to meet the five (5) business day requirement will result in a one-time late penalty of \$5.00 for each citation.

7.5.9.3 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.

7.5.9.4 Failure to pay citation charges can result in student financial holds 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:

- When the operator of a vehicle is arrested.
- Blocking access to any building, loading zone, reserved area, barricaded
- Disregard barricades, traffic cones, or other traffic devices.
- Park in a fire zone or lane.
- Park on the grass, sidewalk, or in any other area that restricts pedestrian or vehicular traffic.
- Accumulates four (4) or more unpaid parking or traffic citations and/or charges of \$200.00 or more, or
- Has any outstanding citations over 120 days past due, or
- Who is in possession of a lost, stolen or altered parking permit.
- In circumstances not specifically enumerated and public safety is deemed threatened by the presence of the vehicle.

7.6.2 Attempting to or removing of an immobilizing device attached to a vehicle is a criminal offense, such persons will be guilty of a Class B Misdemeanor, Criminal Mischief or Theft, and will be subject to 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 regulations 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 severely responsible for any booting, towing or storage fees.

7.7 Suspension of Privileges

7.7.1 Driving and parking privileges may be suspended by UPD if the violator has displayed a lost, stolen, or altered permit or other flagrant violations of these regulations.

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, the period of suspension may be extended and a referral to the appropriate university office may be made for further university disciplinary action.

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 office within 10 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. The appeal must be hand delivered within 5 business days from the date of the citations issuance by completing the appropriate Appeal form available online. The appeal form and a Xerox copy of the citation must be hand delivered to the Business Office, University Police Department, or Welcome Center Desk.

7.8.2 The appeal is then reviewed by the University Appeal Committee. The citation maybe upheld, reduced, or dismissed. The notification of the decision will be mailed within 15 days of the appeal. If necessary, the decision can be brought before the Appeals Committee for further review.

- 7.8.3 To appeal a citation or impoundment, an online appeal form must be completed and all of the relevant information included. If an appeal is not filed within the designated time frame of five (5) business days, the citation is deemed final.
- 7.8.4 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.
- 7.8.5 Appeals are reviewed by the Parking Appeals Committee and notifications of the decision will be sent by email or mail.
- 7.8.6 Appeal decisions will normally be made within three to four (3-4) weeks of submitting the appeals.
- 7.8.7 Anyone not satisfied with the decision, may request a hearing before the Parking Appeal Committee. This request can be made by email dps@tamuct.edu within five (5) business days of the date notified of the decision. If a hearing is not requested by this deadline, all decision made at the first level are final.
- 7.8.8 After a period of five (5) business days from the date of issuance of the citation, citations not resolved through the department will be considered past due. Past due citation may result in restriction of subsequent academic registration and withholding of a student's transcript until such time the obligation is satisfied. Parking privileges and these 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 parking citations are reported to the State of Texas.
- 7.8.9 The appeal form must be typed and filled out completely. Submitted appeals that are not typed will not be considered.
- 7.8.10 On the appeals form, describe when the incident occurred, where it occurred and how and/or why it occurred, and other relevant facts.
- 7.8.11 If emergency or other extenuating circumstances are presented as cause for appeal, supporting documentation may be requested at the time it is reviewed (e.g., accidents reports, medical records, auto repair bill).
- 7.8.12 Explain how parking regulation in question to the facts in the appeal form.
- 7.8.13 Citation appeals that do not adhere to this procedure could result in a forfeit of the right to appeal.

7.8.14 To help assure fairness in the enforcement of parking violations, a two-tiered appeals process has been established to hear appeals of violations notices.

7.8.14.1 Level I: Completed citation appeal form will be reviewed by the Parking Appeals Committee who may dismiss, reduce, or uphold the citations.

7.8.14.2 Level II: If not satisfied with the Level I decision, the recipient of the citation may request a personal appearance before the committee by email dps@tamuct.edu with five (5) business days of when the initial decision was emailed/mailed. Failure to request a personal appearance at the scheduled hearing will result in the decision upheld.

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

7.8.16 Any citation, that is not a warning, must be appealed as described in these regulations.

7.8.17 It is not a requirement to be present during a hearing.

7.8.18 Appeal Committee decisions are final and will be delivered via e-mail.

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 Students of Central Texas College, Temple College, East Williamson County Higher Education Center, Texas State Technical College, Austin Community College and all Texas A&M Universities and Agencies attending classes at A&M-Central Texas must park in the "C" lot.

8.4 All parking lots have handicap parking spaces available for authorized vehicles only.

8.5 There is no reserved parking for faculty, staff, students or construction workers.

Forms

[Appeal Form](#)

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 contracted 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 who 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 employee who is employed for twelve (12) month period at forty hours a week. This shall exclude individuals employed under 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 Texas A&M University – 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.

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 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.

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

Contact Information

Department of Public Safety
 1001 Leadership Place
 Killeen, TX 76549
 (254) 501-5800