



## Institutional Handbook of Operating Procedures (IHOP)

<b>Section:</b>	<b>8 – Police Department and Related</b>		<b>First Release Date:</b> <b>09/20/2002</b>	
<b>Policy Name:</b>	08_21 Traffic and Parking Policy			
<b>Revision Author:</b>	Chief of Police		<b>Reviewed Date:</b> <b>05/14/14</b>	<input checked="" type="checkbox"/> Without Changes <input type="checkbox"/> With Changes
<b>Original Author:</b>				
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Executive Cabinet	12/03/2014			
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Chief of Police	05/14/2014		<b>12/03/2017</b>	
<b>Scope:</b>	This policy applies to all UTHSCT staff and Affiliated Staff.			
<b>Purpose:</b>	To provide guidelines for the UTHSCT Traffic and Parking Policy			

**Policy:**

Pursuant to the authority granted by [Section 51.201](#) of the Texas Education Code, the Board of Regents of the University of Texas System promulgated Parking and Traffic Regulations to regulate and control parking and traffic and the use of parking facilities, to provide for the issuance of parking permits, and to provide jurisdiction over offenses. This policy contains those regulations and procedures applicable to any person who walks, drives and parks a motor vehicle of bicycle on the campus of The University of Texas Health Science Center at Tyler and the statues of the State of Texas which govern pedestrians and the use of motor vehicles and bicycles.

The University of Texas Health Science Center at Tyler is not responsible for fire, theft, damage to, or loss of vehicles parked or operated on the UTHSCT campus. No bailment is created by granting of any parking or operating privileges regarding a vehicle on any property owned or controlled by UTHSCT.

**DEFINITIONS:**

1. University or UTHSCT - The University of Texas Health Science Center at Tyler.
2. Campus - The property under the control of the University of Texas Health Science Center at Tyler.
3. President - The Chief Administrative Officer of the University of Texas Health Science Center at Tyler.
4. Chief of Police - The Chief of the University Police Department of the University of Texas Health Science Center at Tyler.
5. University Police - The University Police Department of the University of Texas Health Science Center at Tyler acting directly or through it's duly authorized officers or agents.
6. Driver - Any person, who drives, operates or is in actual physical control of a vehicle.
7. Visitor - A person who is neither a student nor an employee.
8. Employee - Any person employed by the University of Texas Health Science Center at Tyler, regardless of whether the person is employed with a salary or without a salary; to include contract persons who perform services on campus; this does not include Volunteers.



9. Resident Student Doctor - Any person duly registered, enrolled and serving medical residency at the University of Texas Health Science Center at Tyler.
10. Parking Permit - Permits issued by the University of Texas Health Science Center at Tyler Police Department, shall be properly displayed on four-wheel vehicles parked on the campus by persons other than visitors.
11. General Parking - Any lined parking space not marked "Reserved", "Visitor", "Faculty/Staff", "Handicapped" or "University Vehicle".

#### **PARKING PERMITS:**

All employees, and affiliated personnel, are required to display a valid parking permit. Permits shall be permanently affixed to the lower outside of the rear window/driver's side of the vehicle. Classes of permits are:

- A. Administrative Officers - white decals with red lettering
- B. Faculty, Administrators, Directors - orange decals
- C. Classified Staff - blue decals
- D. Disabled Staff - yellow decals
- E. Medical Residents - green decals

Employees should contact the Police Department at x 7454 to request a temporary parking permit needed as a result of an injury or illness.

#### **GENERAL TRAFFIC REGULATIONS:**

Employees, and contract employees, are required to obey all traffic and parking regulations as outlined in this policy. Violation of these regulations will result in a citation and disciplinary action.

1. If any part of these parking and traffic regulations is held to be invalid, such invalidity shall not affect the other provisions which can be given effect without the invalid provision, and to this end the provisions of these regulations are declared to be severable.
2. The provision of these regulations shall be cumulative of all other laws.
3. The driver of an authorized emergency vehicle, when responding to an emergency call, when in pursuit of an actual or suspected violator of the law, or when responding to a fire alarm, may exercise the privileges set forth in this section, but subject to conditions stated:
  - A. The driver of an emergency vehicle may:
    - a) park or stand, irrespective of the provisions of these regulations and Texas Motor Vehicle Laws;
    - b) proceed past a red or stop signal or stop sign, but only after slowing down as may be necessary for safe operation
    - c) exceed the maximum speed limits so long as life or property is not endangered; or
    - d) disregard regulations governing direction of movement of traffic or turning in specified directions.



- B. The exemptions granted herein to an authorized emergency vehicle shall apply only when such vehicle is making use of audible and visual signals, except that an authorized emergency vehicle operated as a police vehicle need not be equipped with, or display, a red light visible from the front of the vehicle.
- C. On special occasions and in emergencies, the Chief of Police may impose temporary parking and traffic control restrictions. These temporary restrictions shall have all of the force of other written and approved regulations and shall be subject to the same penalties.
4. It shall be a violation to commit any act prohibited by these regulations or to fail to do any act required by these regulations.
  5. The operation of a vehicle shall be restricted to the campus drives, streets and parking lots.
  6. Vehicles operated or parked on the campus must comply with all State Laws, County Ordinances and the Parking and Traffic Regulations of the University of Texas Health Science Center at Tyler.
  7. The speed limit on roads and streets of the campus is 20 miles per hour unless otherwise specified.
  8. Posted signs, whether permanent or temporary, must be obeyed at all time and take precedence over painted curbs and pavement markings.
  9. The driver of any vehicle involved in a collision shall immediately stop at the scene of such accident or collision, and by the quickest means of communication, report such accident to the University Police Department.
  10. If a vehicle becomes inoperable, a telephone call shall be placed to the University Police Department at 5297. The police will either render assistance or authorize temporary parking. Temporary parking shall not exceed 24 hours and must not create an obstruction or hazard.
  11. No person shall fail or refuse to comply with any lawful order or direction of any University Police Officer vested by law to direct, control and regulate traffic.
  12. Any person who willfully or through negligence causes damage to The University of Texas Health Science Center at Tyler property shall be liable for any damage done to said property.
  13. All vehicles operated or parked upon the campus shall properly display a current parking permit issued from the University of Texas Health Science Center at Tyler Police Department (visitors excluded).
  14. All vehicles are required to stop completely at each STOP sign, and then proceed cautiously and without creating a hazard to vehicles not required to stop.
  15. Bicycles shall not be operated on pedestrian walkways or sidewalks. Operation of bicycles is regulated by the Texas Motor Vehicle Laws.
  16. The operator of a vehicle shall yield the right-of-way to pedestrians in crosswalks.
  17. Pedestrians shall cross streets at designated marked pedestrian crosswalks.



- A. Every pedestrian crossing the roadway at any point other than within a marked crosswalk or in an unmarked crosswalk at an intersection shall yield the right-of-way to a vehicle upon the roadway ([Texas Statues Transportation Code, Title 7, Chapter 552, Section 552.005](#)).
  - B. Pedestrians shall not leave the curb or other place of safety and walk or run into the path of a vehicle which is so close that it is impossible for the driver to yield.
  - C. Pedestrians may cross an intersection diagonally only where permitted by special pavement markings.
  - D. No person shall stand in the roadway for the purpose of soliciting a ride.
18. No driver of a vehicle shall drive beyond a barricaded area, or where prohibited by permanent or temporary signs; no operator or person shall remove such barricades or signs. University employees whose job it is to deliver, install or pick up such barricades or temporary signs are exempt.
  19. No driver or operator of any vehicle shall back any vehicle into an intersection or back up on any shoulder or any traffic lane.
  20. No person driving a vehicle shall cross, drive in or on a sidewalk, parking lot or entrances at an intersection for the purpose of making a right or left turn from one street or roadway to another street or roadway as a shortcut or to avoid any traffic control device.
  21. No person in possession or control of a motor vehicle shall bring the same to a sudden start or stop in a parking lot or street, or accelerate or race the motor so as to cause a loud noise in a manner calculated to disturb the person or persons present.
  22. No person may throw or deposit any trash, litter or other waste on any parking area, street or sidewalk.
  23. Color of stripes and curbs are in compliance with the Texas State Department of Highway specifications. The colors used are red, white and yellow. Red designates no parking at any time; white designates crosswalks, parking spaces and stop lines; yellow designates warning, no parking (zebra stripes), traffic lanes and no passing zones

#### **CITATIONS:**

1. Issuance of citations will be at the discretion of the Health Center's Police Department.
2. All citations will be recorded in the University Police Department.
3. The employee and/or the Department Head may be notified by the Chief of Police when a citation has been issued.
4. Each violation/penalty is \$20.00 payable to the cashiers' office within ten days.
  - The list of [Driving and Parking Offenses](#) is found the on the Police Department's sharepoint site.



5. When an employee is no longer employed with the Health Center and citation fees are not collected within ninety (90) days, said citations will be voided and deemed uncollectable.

**CITATION APPEALS:**

1. If an employee does not feel the citation is justified, he/she may appeal within ten calendar days from the citation date by filing a [Citation Appeal Form](#) with the University Police Department.
2. The Appeal will then be submitted to the Citation Appeals' Committee for consideration. The employee will be notified within ten calendar days of the decision of the Committee. Court Appearance Citations are handled by the appropriate state or municipal court.

It is the responsibility of the Department Head to issue the appropriate disciplinary action as outlined in the [Institutional Handbook of Operating Procedures, Section 2 - Discipline](#).