

Memo To: All UH-Downtown/PS Holders

UH-Downtown/PS 01.B.01
Issue No. 4

From: William Flores, President

Effective date: 08/17/2015

Subject: Traffic and Parking Policy

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1. PURPOSE

This policy statement is established by the University of Houston-Downtown (UHD) to facilitate the conduct of University business and to provide parking as conveniently as possible within the space limitations. Operation of a motor vehicle on the campus is a privilege and is conditioned, in part, on compliance with this policy.

2. DEFINITIONS

- 2.1 Faculty: Employees of the University defined by [PS 10.A.03](#)
- 2.2 Staff: benefits-eligible employees of the University, excluding Faculty.
- 2.3 Student: an individual enrolled in any class at UHD, excluding a benefits-eligible employee of the University.
- 2.4 Temporary Employee: An employee employed in a position of short duration (less than four and one-half continuous months), intermittent in nature, or a position where it is clearly impractical to employ an individual on a continuing basis for more than four and one-half, continuous months.

3. POLICY

All faculty, staff, and students who park vehicles on UHD property must register their vehicles on UHD property must register their vehicles through the Parking Office and display a valid parking permit. A parking permit signifies an individual has been granted the privilege of parking on university property. Ownership of the permit remains with the University. Individuals are not allowed to transfer the ownership of the permit. All lost permits and gate access cards shall be returned to the University Parking Office. Possession or use of a lost, forged, or altered permit shall result in an administrative referral and may result in a criminal charge. Faculty, staff, students and visitors must comply with UHD rules and regulations for traffic and parking, as outlined below. Violators will be subject to traffic and parking enforcement actions described in [PS 01.B.02](#).

4. PROCEDURES

- 4.1 Student parking permits are sold to any student registered at UHD. Students are allowed to park in any available parking space in UHD student parking lots or garage assigned by the permit type.

- 4.2 30-year faculty and staff are entitled to an annual complimentary unreserved parking permit.
- 4.3 Motorcycle parking permits are sold to any faculty, staff, or student who operates any type of motorcycle on campus. Parking for motorcycles is located in designated areas in garages around campus.
- 4.4 Disabled parking permits are issued to any faculty, staff, or student who has a valid state disabled license plate or placard. A UHD disabled parking permit must be displayed along with a valid state issued disabled parking placard or state licensed plate when parked in a disabled parking space on campus. The standard fee will be charged for the type of permit issued. Disabled parking privileges are for the benefit of the permit holder only.
- 4.5 Temporary disabled parking permits are issued to any person with a temporary disability (broken leg, back surgery, etc.) upon submitting appropriate documentation from their personal physician to the Employment Services and Operations. Temporary disabled parking permits will only be issued to persons holding a current valid parking permit. Persons requiring temporary disabled parking not currently authorized valid parking will be issued a prorated parking permit based on the standard fee charged for the type of permit issued. A UHD temporary disabled parking permit must be displayed along with a valid state issued disabled parking placard or state licensed plate when parked in a disabled parking space on campus. Temporary disabled parking privileges are for the benefit of the permit holder only.
- 4.6 Parking privileges are for the exclusive use of the registered holder of the permit. Parking permits and gate access cards may not be sold, exchanged, given or purchased from any person other than the Parking and Transportation Services Office.
- 4.7 Purchasing a parking permit does not guarantee a parking place but allows the individual to park if space is available.
- 4.8 The registered parking permit holder is at all times responsible for the vehicle in which the parking permit is displayed. Violations will be assessed to the registered parking permit holder or registered owner of the vehicle, regardless of who operates the vehicle.
- 4.9 The parking permit must be clearly visible and hung from the inside rear view mirror of the vehicle with the parking permit number facing the windshield. If it is not possible to hang from the inside rear view mirror, the parking permit may be taped in the lower or upper left hand corner of the windshield. The parking permit number must face the windshield and be readily visible from outside the vehicle. If the hanging parking permit interferes with the driver's vision, it should be removed while driving the vehicle.
- 4.10 Motorcycles and scooters must display the parking permit on a fender or gas tank so

that it is clearly visible at all times.

- 4.11 Parking permits may be transferred to another vehicle on a temporary basis. Permanent transfers require a change of vehicle registration records.
- 4.12 All lost parking permits and gate access cards must be reported to the PTS Office as soon as possible. All found parking permits and gate access cards must be returned to the PTS Office. Possession or use of a lost, forged, or altered parking permit shall result in an administrative referral and may result in a criminal charge.
- 4.13 Standard traffic laws apply on the UHD campus:
 - 4.13.1 Pedestrians will be given the right of way at all times.
 - 4.13.2 Speed limits are as follows:
 - a. 10 miles per hour on campus unless otherwise posted;
 - b. 10 miles per hour in any parking lot; and
 - c. miles per hour in any parking garage on campus
- 4.14 Traffic citations may be issued for any of the following reasons:
 - a. Parking permit not properly displayed
 - b. Parking without a valid permit
 - c. Falsifying, reproducing or altering a permit
 - d. Parking in a non-designated area
 - e. Parking in a "NO PARKING" zone
 - f. Unauthorized parking in a "RESERVED," "HANDICAP," "VISITOR," or "CONSTRUCTION" parking area
 - g. Obstructing traffic, street, sidewalk, crosswalk, driveways, trash container(s) and/or building entrance or exits
 - h. Parking in a striped zone
 - i. Parking a vehicle in such a way that parking other vehicles is impaired or where such parking creates a potential hazard
 - j. Parking in a "TOW AWAY ZONE";
 - k. Parking by a fire hydrant or in a "FIRE ZONE";
 - l. Failing to stop at a "STOP" sign;
 - m. Failing to yield right of way to pedestrians
 - n. Changing, moving or damaging any UHD traffic sign, signal, or parking equipment;
 - o. Removing citations from other vehicles;
 - p. Disobeying traffic directions of Police personnel;
 - q. Failure to pay attention to traffic signs or lawfully erected barricades; and
 - r. Other violations as defined on the face of the citation
- 4.15 Parking and traffic fines will be set by the Vice President for Administration and Finance and forwarded to the President for approval.

- 4.16 Procedures for resolving traffic or parking citations or obtaining the release of towed or impounded vehicles is as follows:
- 4.16.1 University traffic or parking citations may be resolved by paying the fine for each citation.
 - 4.16.2 Payments or appeals made within five (5) calendar days of issuance will result in a fine reduction of 50 percent.
 - 4.16.3 Credit card payments are to be made at the Cashier's Office. Cash payments are accepted in the Parking & Transportation Services office. Payments may also be made online through the student account system.
 - 4.16.4 University citations may be appealed by submitting a written appeal to the Parking and Transportation Services within five (5) calendar days of issuance of the citation. Appeal forms may be obtained in the PTS Office or on the PTS website.
 - 4.16.5 The Vice President for Administration and Finance shall provide an equitable and efficient appeals process through the Parking Violations Appeals Committee. Written appeals will be forwarded to the Appeals Committee by the Parking and Transportation Services. The Parking Violations Appeals Committee shall be comprised of two students, two faculty members, three classified staff and one professional/administrative staff appointed by the President. The President will also appoint the chair of the committee.
 - 4.16.6 Unresolved citations will be considered overdue and further action may be taken, such as restriction of subsequent academic registration at UHD and the holding of a diploma. Employees may also reference institutional policy [PS 05.A.23, Employee Financial Responsibility](#), for more information.
- 4.17 All thefts, accidents, or any offenses must be reported immediately to the UHD Police Department.
- 4.18 UHD makes every effort to protect vehicles parked on the campus or on properties under its control. However, the University cannot assume responsibility for any damage or loss of motor vehicles or personal property contained in any motor vehicle parked on campus or on properties under its control.
- 4.19 Students, faculty, and staff visiting from other UH System universities may park in any available parking space in any uncontrolled or open access UHD student parking lot provided a valid parking permit from the other university is properly displayed on the vehicle.
- 4.20 Visitors are provided special areas marked "Reserved for Visitors." A fee is assessed for Visitor's Parking regardless of the length of the visit. Visitors parked in areas not designated "Reserved for Visitors" are subject to a campus citation.

4.21 Parking is governed by markers and traffic signs and is permitted only in such areas clearly identified for parking. A valid parking space is an area designated on three sides by lines, posts, curb or any other type of barrier.

5. EXHIBITS

There are no exhibits associated with this policy.

6. REVIEW PROCESS

Responsible Party (Reviewer): Chief of Police and Manager of Parking and Transportation

Every three years on or before May 1st.

Signed original on file in Employment Services and Operations.

7. POLICY HISTORY

Issue #1: 04/24/94

Issue #2: 01/18/00

Issue #3: 09/01/07

8. REFERENCES

There are no references associated with this policy.