

Parking Regulations

Section I:

Parking Permits

1. **Permits Required for Access and Parking:** Texas Wesleyan University requires a university permit to access and park at all university properties. Parking Lots are designated from 7:00 a.m. to 5:00 p.m. Monday through Friday. All parking lots are undesignated from 5:00 p.m. to 7:00 a.m., Monday through Friday, and on the weekends. See below types of permits for assigned parking lots during designated hours.
2. **Registration:** Registration is done through the security website under parking regulations. Faculty/Staff will be notified when their permit is ready for pick up. Students can pick their permits up in the Division of Student Affairs Suite in the Martin University Center. Residential students obtain their permits through the housing department.
3. **Types of Permits:**
 - A. Faculty/Staff:
 - I. **Faculty/Staff:** Any employee of Texas Wesleyan University may park in any Faculty/Staff parking lot on a first come first serve basis. Lots A, C, D, F, J, M, R, S, and V.
 - II. **Reserved Parking Spaces:** Some spaces on any parking lot may be reserved for specialized parking but will be marked appropriately.
 - B. Student:
 - I. **Commuting Student:** Any registered commuter student of Texas Wesleyan University may park in any main campus student parking lot. These are lots E, I, K, L, N, P, Q, U.
 - II. **Resident Student:** Any registered student of Texas Wesleyan University living on-campus is required to park in the residential area of the university only. This will be lots G, H, O, and T.
 - III. **Visitor/Handicap:** Any lot may have designated visitor or handicap parking spaces as appropriate.
4. **Permit Restrictions:** A permit does not guarantee a parking place on campus. Parking permits signify that an individual has been granted the privilege of parking a vehicle on university property. Permit holders are prohibited from lending or otherwise allowing anyone to use their permit.

5. **Permit Ownership:** Ownership of the permit remains with the university and is not transferable.
6. **Lot Closures:** On occasion, the Director of Security may close certain parking lots for university sponsored events.
7. **Speed Limit:** The maximum speed limit at Texas Wesleyan University properties is 15 miles per hour (mph) on campus and 10 mph on all parking lots at all times, unless otherwise posted.

7. Posted Signs: Posted signs, whether permanent or temporary, must be obeyed at all times. Posted signs take precedence over painted curbs, pavement markings, and designations shown on any university map.

8. Enforcement and Impoundments: Failure to abide by these regulations may result in the issuance of a university citation, application of an immobilization device, and/or impoundment of a vehicle may also be the basis for disciplinary action for students, faculty, or staff.

9. Appeal of Citation: University parking citations may be appealed within 10 calendar days from date of citation.

10. Bicycles, Mopeds, Motor-Assisted Bicycles, Carts and EPAMDS: All must be operated in accordance with and conform to the local, state, and federal regulations.

11. Pedestrian Rights and Duties: Pedestrians must obey all traffic control devices. Pedestrians have the right-of-way at marked crosswalks, in intersections, and on sidewalks extending across a service drive, building entrance, or driveway.

12. Disabled Vehicles: If a vehicle becomes inoperable, a telephone call must be made to the security department at (817) 531-4911. Security will either render assistance or authorize temporary parking. Temporary parking shall not exceed 24 hours and must not create any obstruction or hazard.

Section II:

General Provisions

1. **General:** Pursuant to the authority granted by the Texas Wesleyan Board of Directors the security department has been given authority to regulate and control parking and the use of parking facilities, to provide for 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 motor vehicle, cart or bicycle on the Texas Wesleyan University Campus or property. The security department is charged with governing the *Parking and Traffic*

Regulations.

- A. The operation of a motor vehicle, cart or bicycle on The Texas Wesleyan campus is a **privilege** granted by the university and is not an inherent right of any faculty/staff member, student, or visitor. All faculty, staff, students, and visitors who have vehicles in their possession or control — for use, operation, or parking on the university campus — must apply for a permit with security. 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.
- B. The university is not responsible for fire, theft, damage, or loss to vehicles parked or operated on the university 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.

2. Administration and Enforcement of these Regulations:

- A. Parking Appeals: Parking appeals will be directed to the Security Department for review of petitions and appeals arising in connection with parking priorities and the enforcement of regulations.
- B. The Security Department is responsible for all administrative functions relating to the issuance of parking permits; the collection of administrative enforcement charges for parking violations; the acceptance of appeals from such violations and the operation of all parking lots. Security also supervises the parking enforcement personnel who issue parking citations as outlined in these regulations. Questions relating to these functions should be directed to the Security Department. The normal administrative operating hours are Monday through Friday from 8:00 a.m. to 5:00 p.m.

3. The Security Department has the responsibility to enforce these parking regulations:

- A. Through the issuance of university citations and the collection of administrative enforcement charges for offenses.
- B. Through the impoundment or immobilization 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 and through the impoundment or booting of vehicles for unpaid charges after proper notice as provided by these regulations.

- C. By the suspension, revocation, or denial of campus driving, permit, and parking lot privileges to those with overdue charges or who have violated stipulations of these regulations.
 - D. By requiring either the vehicle owner or operator or the person who registered the permit to appear at a hearing for non-payment of outstanding charges.
 - E. By barring re-admission and by withholding grades, degree, refunds, and official transcript of any student for non-payment of outstanding charges.
 - F. By disciplinary action against employees or students who fail to abide by these regulations.
4. **Liability:** Texas Wesleyan 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 the campus. The provisions of this regulation shall apply to all operators of all vehicles, public and private, and they shall be enforced 24 hours a day except as otherwise specified by these regulations. It shall be prohibited for any operator to violate any of the provisions of these regulations.
5. **Collection Methods:** Failure to pay debts within the required time frame can result in the university arranging for the collection of fees assessed against faculty, staff, students, and visitors in the following manner:
- A. Parking citation debts will be invoiced to the permit holder or registered owner of the vehicle.
 - B. A financial or non-financial bar will be placed against students for past due debts.
 - C. No parking permit will be issued to any individual who has parking debts.

Section III:

Definitions

The words and phrases defined in this section have the meaning indicated when used in these *Parking and Regulations* unless the context clearly requires another meaning:

1. **At All Times:** Parking spaces that are restricted 24 hours a day, 7 days a week.
2. **Booting:** To immobilize a vehicle through the use of a device that is designed to be attached to the tire/wheel and renders the vehicle inoperable

- A. **Campus:** All property that is owned or leased in whole or in part by Texas Wesleyan University.
3. **Cart:** A wheeled vehicle that typically has a maximum speed of 25mph or less. It includes but is not limited to all: golf carts, all-terrain vehicles (ATV's), off road utility vehicles (UTV's), low speed vehicles (LSV's), neighborhood electric vehicles (NEV's), etc.
 4. **Controlled Access Zone:** An area that has specific requirements for access and is controlled through permits, signage, or access credentials.
 5. **The Department:** The Security Department at Texas Wesleyan University.
 6. **The Director:** The director or their designee of the Security Department.
 7. **Emergency Vehicles:** Police, ambulance, fire truck, and University vehicles that might typically respond to an emergency.
 8. **Inhabitation:** To live or reside in a vehicle.
 9. **Intercom:** A two-way communication device using a microphone and speaker, which may or may not be equipped with cameras. Generally located at areas where parking gates or bollards are installed. Intercoms are answered 24/7.
 10. **Loading Dock:** A signed area or dock reserved for loading/unloading of commercial or approved vehicles at all times. These areas serve as the primary service entrance of a building.
 11. **Loading Zone (LZ):** A signed area, drive, or zone reserved for loading/unloading at all times.
 12. **Motor Vehicle:** Any vehicle that is self-propelled and in, upon, or by which any person or property is or may be transported or drawn upon a public highway, except devices moved only by human power or used exclusively on stationary rails or tracks.
 13. **Motorcycle/Moped/Motor Scooters:** A self-propelled device with at least two wheels in contact with the ground during operation; a braking system capable of stopping the device under typical operating conditions; a gas or electric motor; and a deck designed to allow a person to stand or sit while operating the device.
 14. **Noncompliant Parking Space:** A spaces that does not meet Federal and/or State ADA requirements to be labeled as ADA compliant. At the discretion of the University some noncompliant spaces may be designated as Special Accommodation spaces.
 15. **Official Visitor:** An individual who is not normally eligible for an annual university parking permit and who comes to the main campus to conduct important business, to render an important service to the university, or is sponsored by an university entity.
 16. **Park:** A vehicle stopped in a surface lot, parking garage, or on the street, attended or unattended by any person authorized to move it or capable of moving it immediately upon the direction of a law or traffic enforcement officer.
 17. **Parking Area:** Any area on the university campus that has been designated and marked for parking, whether on streets or lots.
 18. **Parking Gate:** A barrier that impedes access to a lot. It is usually activated for entry and exit via an issued credential.
 19. **Parking Offices:** Security Department located in the Baker Building at 3021 E. Rosedale Street.

20. **Pedestrian Priority Area:** A geographical area where pedestrian traffic is of most importance and takes precedence over all other transportation modes except during emergencies.
21. **Permit:** A physical parking permit (decal, parking tag, temporary hangtag, and/or dashboard placard).
22. **Scooter:** Every non-motorized or motorized device consisting of two or more wheels affixed to a platform or footboard upon which a rider stands and which has a handle or other mechanism for holding or guiding the device. It does not include mopeds, whether operated with or without motor power (see Motorcycle/Moped/Motor Scooters).
23. **Skateboard:** Motorized and non-motorized device consisting of two or more wheels affixed to a platform or footboard upon which a rider stands and which does not have steering capability similar to that of a bicycle or brakes which operate on or upon the wheels of the skateboard. It also includes every device generally recognized as a skateboard.
24. **Vice President Student Affairs:** The senior leadership individual who oversees Parking.
25. **Service Drives:** These spaces are for use by any official university vehicle driver, approved vendor, service provider, or contractor with the appropriate permit. The purpose of these spaces is to provide parking adjacent to facilities for functions associated with normal daily operations.
26. **Sidewalk/Walkway:** A sidewalk is that portion of a street between the curb lines, or the lateral lines of a roadway, and the adjacent property lines intended for the use of pedestrians.
27. **Special Accommodation Parking Spaces:** Noncompliant spaces that are available only for those with ADA credentials when a noncompliant space will meet their parking needs. Special Accommodation parking spaces may be reserved for special circumstances or a valid ADA credential between the hours of 7:30 a.m. and 5:00 p.m. Monday-Friday. At all other times, the spaces are reserved for anyone displaying a valid ADA credential.
28. **University Vehicle:** A Texas Wesleyan University vehicle which is either marked by a University, or as designated by the director.
29. **Tow:** Vehicle impound, to include vehicle relocation or hauling to storage.
30. **Vehicles:** All mobile machines, either motorized or non-motorized, that typically transport people or cargo. Examples include, but are not limited to, wagons, bicycles, and motor vehicles (motorcycles, cars, carts, trucks, and buses).
31. **Visitor:** Any individual other than a student, faculty, and/or staff member of Texas Wesleyan University.

Section IV:

Traffic Regulations

1. **General:** Unless specifically authorized, no vehicle may access the main campus without displaying a current authorized permit Monday through Friday from 8:00 a.m. to 5:00 p.m. or access the campus without displaying a current authorized permit at all times.
2. **Police Regulations:** Vehicle operation and parking may be prohibited under emergency and/or other law enforcement operational necessities. It shall be prohibited for any person to violate police instructions related to this section. In such circumstances, a citation will be issued for violators.
3. **University Security and Parking Guards:** All instructions by a university security officer or parking guard must be heeded at all times.
4. **Temporary Restrictions:** The Director of Security is authorized to temporarily prohibit parking, stopping, or standing on driveways, streets, alleys, and parking lots and may cause traffic to be restricted or rerouted as necessitated by construction, emergency situations, or special events on campus. Notice of such restrictions shall be given by temporary signs or barriers by a representative of security or other university official. It shall be prohibited to violate such regulations.
5. **Vehicle Traffic:** Unless otherwise posted, the maximum speed on campus is fifteen miles per hour. The maximum speed in pedestrian priority areas is five miles per hour. All vehicles, including carts and bicycles, are required to stop completely at stop signs and to proceed with caution. Once a vehicle has legally entered a street intersection, pedestrians shall yield right-of-way until the vehicle clears the intersection. In pedestrian priority areas, pedestrians always maintain the right of way except in the presence of emergency vehicles. A flashing yellow light requires all vehicles to slow and proceed with caution. A flashing red light requires all vehicles to stop completely before proceeding with caution.
6. **Vehicle Obstructing Traffic:** It is prohibited for any person to park or bring to a halt on the campus any vehicle in such a manner as to interfere with normal vehicular or pedestrian traffic.
7. **Passenger Pick-Up and Drop-Off:** It is prohibited for any person to stop a motor vehicle on any street, alley, or driveway on the campus for the purpose of picking up or dropping off a pedestrian without first drawing up to the right-hand curb.
8. **Pedestrians:** Pedestrians are subject to all official traffic control devices and should yield to emergency vehicles. They have the right-of-way at marked crosswalks, in intersections, pedestrian priority areas and on sidewalks extending across a service drive, building entrance, or driveway. Pedestrians may cross an intersection diagonally only where permitted by special pavement marking. Pedestrians crossing a street at any point other than within a marked crosswalk or within an unmarked crosswalk at an intersection shall yield the right-of-way to all vehicles on the street. Pedestrians shall not leave the curb or

other places of safety and walk or run into the path of a vehicle that is so close that it is impossible for the driver to yield.

9. **Pedestrian Obstructing Traffic:** It is prohibited for a pedestrian to stand on the traveled portion of any street, alley, or driveway on the campus in such a manner as to obstruct or prevent the free flow of traffic thereon; and in crossing streets, alleys, or driveways, pedestrians shall maintain appropriate motion when in the traveled portion thereof.

Section V:

Enforcement

1. **Parking and Citations:** University Security or Parking Enforcement Assistants (PEAs) are authorized to write university citations.
 - A. **University Citations:** Those handled by the university, subject to university administrative enforcement charges and a right to appeal within university procedures as outlined in these regulations.
2. **Procedures for University Citations:** University citations are issued for offenses listed on citation. Every person receiving a university citation must remit the amount of the charge to the cashiers office or make payment online. If a person desires to appeal a university citation, they may do so within 10 calendar days after issuance of the citation.
3. **Payment of Citation Fees:** Citation fee payments may be accepted:
 - . Online at <https://commerce.cashnet.com/txwes.parkingservices>.
 - A. Via US Mail to: 1201 Wesleyan Street, Fort Worth Texas 76105., Attention Cashiers office.
 - B. At the Cashiers Office located in Onell Sells Administration Building on the 3rd floor. (Monday through Friday, 9 a.m. - 4 p.m.).
4. **Appeals from University Citations:** Any person cited for violation of any portion of this regulation may appeal the citation to the university's designated appeals officer within 10 calendar days of the citation's issuance. Failure to meet the 10-calendar day appeal period requirement may result in a forfeiture of all appeal privileges.
 - . Requests for exceptions to the appeal deadline will be considered on an individual basis if mitigating or unusual circumstances exist. Such requests shall be submitted in writing to the Security office and shall detail the reason(s) such a request is being made. Requests based solely on alleged non-receipt of a copy of the citation may not be honored.
 - A. Submitting an appeal to the appeals officer does not substitute for payment of the towing, booting, and/or storage fees for removal of the impounded or immobilized vehicle.

- B. Information Required: Regardless of the appeals method chosen, the following information must be included with the appeal. Incomplete appeals will be returned to the sender unprocessed.
- I. Name
 - II. Tx Wes ID #
 - III. University status (i.e., student, staff, faculty, visitor, etc.)
 - IV. Permanent address
 - V. E-mail address
 - VI. Daytime phone number
 - VII. Citation number
 - VIII. Vehicle plate number including state
 - IX. Permit number (if applicable)
 - X. Reason for appeal
- XI. **Methods of Appeal:**
- XII. **E-mail / Online Appeals:** Email appeals may be sent 24 hours per day to <https://txwes.edu/security/citation-appeal/>.
 - XIII. **Appeal Hearing:** The university appeal hearing allows the individual to demonstrate the citation is invalid. The person requesting the appeal hearing will assume the burden of showing why the appropriate enforcement action should not take place. Appeal hearings can be requested via e-mail.
5. **Initial Review of Appeal:** The first level of review of an appeal is with the appeals officer within Security. The appeals officer shall review all appeals that meet the 10-calendar day requirement. Appeals filed with the appeals officer will be reviewed within 15 working days, or 30 working days during major special events.
- . **Appeals Panel:** The second level of appeal is with the university's Student Government Committee. This panel has been established to review appeals that have been denied or reduced by the appeals officer. Payment of the citation serves as a "bond" until the appeals panel renders a final decision. The panel consists of representatives from the student body. Final disposition by the panel shall be understood to mean a ruling in which the panel affirms, modifies, or reverses a decision of the appeals officer. **The decision of the appeals panel is final.** The appeals panel shall set forth the grounds on which the appealing party believes the decision was improper or inequitable. Written requests shall include all information required in the initial appeal plus any additional information the appellant wishes to include.
- When the Security Director is advised in writing of the decision rendered by the panel, the citation will be dismissed or upheld.
6. **Failure to Pay Citation Fees:** Failure to pay or appeal a citations within 10 days of the date of the citation may result in students being barred from registration, re-admission, and have grades, degree, refunds, or official transcripts withheld pending payment of overdue charges.

- A. Violators may be subject to the impoundment of their vehicle(s) pending payment of overdue charges.
 - B. When unpaid charges are recorded, the security office shall notify the owner/operator of said vehicle. Such notification shall state that unless payment of all accumulated charges is received by the date specified, the recorded vehicle may be impounded or booted.
 - C. Repeated Offenses: If any vehicle is cited for 2 or more unpaid violations, the director may place a violator's name or license plate number on a list of repeat offenders. Once an individual or license plate number is placed on the list of repeat offenders the vehicle is subject to immobilization (booting) or removal by towing. After a vehicle has been on the repeat offender list for ten days, the Director of Security may cancel any parking permit issued to such vehicle and campus driving privileges may be withdrawn. The names of students on the repeat offender list may be forwarded to Student Judicial Services and the names of employees on the repeat offender list may be forwarded to the appropriate department head.
 - D. Failure to resolve a citation within 60 days of issuance can result in the addition of a \$25 late fee.
6. **Vehicle Immobilization or Impoundment:** Any vehicle parked in violation of this regulation or a regulation issued hereunder may be immobilized (booted) or impounded (towed/relocated to a storage area). Violators who accumulate two outstanding citations may have their vehicle booted or towed. Vehicles may also be booted for specific violations. The university is not responsible for any damage to the vehicle during booting, towing, relocation, or storage.

Immobilization/Booting:

- Notice of the application of a wheel boot shall be posted prominently on the vehicle on the driver's side of the front window, on the rear windshield, or on the driver's side window, depending on the type of vehicle.
 - I. The Director of Security may refuse to authorize release of the vehicle to the owner or custodian until the boot fee and all outstanding citations have been paid.
 - II. Upon payment, only security staff may remove wheel boots.
 - III. Vehicles booted for longer than 36 hours may be towed to a storage area. The owner/custodian of the vehicle shall be responsible for any booting, towing, or storage fees.
 - IV. If the operator of the vehicle to be booted arrives before the boot is attached, the operator will be advised to proceed to the cashier's office to settle all outstanding fines and fees. Should the operator decide not to settle the delinquent fines and fees and choose to leave the space before the boot is attached, such operator will be issued an additional university citation and boot fee. The boot will

be considered attached when the device has been affixed to the wheel of the vehicle and the boot applicator is standing.

- V. Unauthorized boot removal or tampering/attempted removal of the boot will result in an additional citation plus the cost of damages (if applicable).

NOTE: University guards or parking enforcement assistants cannot accept cash, check, or credit card payments to remove boots in the field.

A. Impound/Relocation/Towing:

In addition to any charge that may levy for an offense that results in relocation or towing, the owner of a relocated or towed vehicle will also pay commercial wrecker service fees, storage charges, and/or relocation fees.

- I. If the owner or driver of the vehicle appears on the scene before the tow truck, the vehicle will not be impounded.
- II. If the owner or driver appears on the scene after the arrival of the tow truck and before the tow hook is attached to the vehicle, the operator will be advised to proceed to the cashier's office to settle all outstanding fines and fees. Should the operator decide not to settle the delinquent fines and fees and choose to leave the space before the tow hook is attached, such operator will be issued an additional university citation. The tow hook will be considered attached when the vehicle has been hooked completely to the tow truck.
- III. If the vehicle owner or driver appears on the scene after the tow truck driver has made a hookup but before the vehicle is impounded, the vehicle will not be impounded. The vehicle owner or driver is required to pay the tow truck driver the hookup fee in lieu of towing.
- IV. The daily storage fee based on a 24-hour clock shall be charged to the owner or custodian of a vehicle left at the towing compound. Storage fees vary for cars, motorcycles, and bicycles. The person claiming an impounded vehicle shall be required to provide proof of ownership as required by the towing vendor. All towing, booting, and storage fees are subject to change.

- 7. **Suspension of Privilege to Drive and Park on Campus:** The loss of the privilege of driving or parking a motor vehicle on campus shall commence immediately following notification of suspension. Such notification shall state the term of the suspension and consequences for violation of the stated terms. The

violations of the suspension shall be reported to the Dean of Students if the person is a student or to the appropriate dean, director, or administrative official for possible disciplinary action if the person is a faculty or staff member.

Section VI:

Campus Cart Operations

1. **General:** The purpose of this policy is to provide guidelines for the procurement and valid business use of utility type vehicles (those not licensed through TXDOT for operation on city streets), herein collectively referred to as carts. The intent is to establish safety procedures in the acquisition and use of carts, as well as to provide for a safer environment for students, faculty, staff, and visitors. Further, it establishes a method for the university to track the registration and ownership of carts. Any one operating a cart on the Texas Wesleyan University campus must have the knowledge of and adhere to any applicable state laws, ordinances, rules, regulations, and policies as well as these rules and regulations. The purchase, safe use, operation, and compliance with all regulations is the responsibility of the user. Carts are provided to fulfill job-related duties and must be clearly marked as university property.
2. **Additional Regulations:** Cart operations require adherence and knowledge of all rules and regulations in this document.
3. **Purchase of Carts:**
 - A. All carts must be equipped with the following safety features - functioning headlights, taillights and 360-degree light, if operated before dawn or after dusk.
 - B. It is recommended that carts be equipped with the following:
 - I. Front and rear turn signal lamps
 - II. Stop lamps
 - III. Parking brake
 - IV. Seat belts
 - V. Warning lights or other means of providing high visibility
 - VI. Red reflex reflectors on both sides and rear of cart
 - VII. Exterior mirrors
 - VIII. Windshield
 - IX. Horn
 - C. The name of the university department must be displayed prominently on all university-owned carts.
 - D. Modifications: Carts shall not be modified in any manner that affects the recommended mode of operation, speed or safety of the vehicle.
4. **Training:** All drivers must pass university approved defensive driving course, have a valid driver's license, have knowledge, skill and training necessary to

safely operate carts and follow any departmental-specific policies prior to driving carts for university purposes.

5. **Cart Operation:** The driver is responsible for the cart operation. Carts shall be operated in a manner that does not interfere with normal pedestrian or vehicle traffic flow. Pedestrians have the right-of-way on campus at all times.

A. The driver (operator) must:

- . Obey all traffic signs, university signs, signals, and laws. All violations are the responsibility of the operator.

- I. Observe all traffic control devices for construction activities.
- II. Insure that all passengers use seat belts, when present.
- III. Avoid city streets when alternative routes exist.
- IV. Operator only on paved streets when possible and with caution on sidewalks or grassy areas.
- V. Always yield to pedestrians.

B. Safety procedures for cart operations: Carts should always be operated in a safe and controlled manner so that operators, passengers, and those encountered by the carts are safe.

- . No standing up in a moving cart, hanging any body part out of a cart, or jumping on or off carts in motion.
 - I. No passengers are to be carried in the bed of a cart.
 - II. Occupancy shall not exceed the passenger limit and load capacity designated by the vehicle's manufacturer.
 - III. No towing trailers or other carts, unless specifically designed for that purpose.
 - 1. Cargo must be loaded and secured so it will not cause a hazard by shifting or falling off the cart.
 - 2. Loads that extend more than three feet from the rear of the cart must be flagged with a brightly colored material, usually red or orange.
 - IV. No operating a mobile device when cart is in operation.
 - V. Always secure the parking brake and remove the keys when not in use.

6. **Cart Parking:** Carts are considered university vehicles and should park in designated areas only.

- A. Never block ingress or egress to any building, including stairs and ramps.
- B. Never block pedestrian ways, including sidewalks.
- C. It is prohibited to park carts in the following areas:

Fire Lanes

- I. Handicap Parking
- II. Reserved Parking

- III. Within 20 feet of the main entrance/exit of any building in any manner that would impede the normal flow of pedestrian traffic
- IV. Sidewalks or ramps that would impede handicap accessibility
- 7. **Cart Charging** is allowed in designated areas only and with the permission of the building manager or other designee who controls the electrical outlets to be utilized.
- 8. **Cart Maintenance:** Repairs and regular maintenance are the responsibility of the department owning the cart. If the cart cannot be operated safely without the repairs, the cart will be taken out of service until the repairs are completed.
- 9. **Enforcement:** Cart operation is governed under Texas Department of Motor Vehicles, and operators are subject to the rules of the road, including stopping, turning, and safe operation. Law enforcement can cite cart operators observed in violation of these rules. Violations may lead to warnings or citations issued by the Fort Worth Police Department. Violations may lead to letters to directors, associate vice presidents, vice presidents or deans, and may lead to the suspension of driving privileges on campus.
- 10. **Management Responsibilities:** Department heads, managers, and supervisors must ensure that all operators receive proper training, and have completed the policy acknowledgement. They should also monitor the driving habits of employees and take appropriate disciplinary action against operators who fail to comply with policy. Operators should always operate carts in a responsible and safe manner and comply with the provisions of this policy.
- 11. **Accident& Reporting:** All accidents involving a cart shall be reported immediately to the appropriate supervisor, the security department, and the Office of Risk Management, regardless of whether property damage or personal injury occurred.

Section VII:

Parking Regulations

1. **General:** The Facilities Department shall cause each area in which parking is permitted by this regulation to be surveyed and developed for parking. Each parking lot shall be defined by appropriate signs and/or painted lines (when the parking area is paved). All spaces are designated, but not every space has a sign. It is the responsibility of the permit holder to park in the authorized area.
 - A. The absence of sufficient authorized parking spaces on the university campus during a particular period of time will not be considered as valid

justification for violation of this regulation. The mere fact that citations are not issued for any offense does not indicate that these regulations have been modified to exclude the offense.

- B. These *Parking Regulations* are in effect at all times on campus. All posted restrictions apply whether or not classes are in session, unless otherwise announced. On official university holidays, only those parking restrictions that regulate parking “At All Times” shall remain in effect.
- 2. **Police Regulations:** Vehicle operation and parking may be prohibited under emergency and/or other law enforcement operational necessities. It shall be prohibited for any person to violate police instructions related to this section. In such circumstances, a citation will be issued for violators.
- 3. **Parking Permits:** The director of Security may issue permits to park in lots and areas described in this regulation to employees or students of the university and affiliated organizations operating on the campus upon payment of the appropriate fee. A university parking permit is required to park on Texas Wesleyan University campus at all times
- 4. **Parking Facilities:** Any person parking a motor vehicle in one of the parking lots, spaces, or areas must have the appropriate permit for that parking facility, unless paying the appropriate fee. Any vehicle parked without a valid permit or paying the appropriate fee is subject to the issuance of a citation, booting, and/or towing. Parking facilities shall be enforced during those hours as specified in this regulation. Parkers may use any other parking facility that is not signed or restricted otherwise after 5:00 p.m. weekdays and on the weekends except as noted in this regulation (i.e., during special events). The director of Security may provide for subdivision of and for addition or deletion of parking facilities and may change traffic flow patterns as deemed necessary or advisable for the administration or enforcement of this regulation. On occasion, the director of Security may close certain parking facilities for university-sponsored events.
 - A. **Controlled Access Parking Facilities:** The director of Security may install access control devices such as gates, bollards, or other devices at the entrance and exit of lots, or other areas that can be opened or closed with a issued credential.
 - I. In locations where fees are required for parking it is prohibited for vehicles to enter or park in controlled-access lots during the posted hours without paying the appropriate fee or having a valid permit for that parking facility. Whether or not a gate is open during the hours of parking is not an indication that an unauthorized vehicle may legally drive through and park in that gated lot.
 - II. Where no fee is required for parking, it is prohibited to drive beyond the controlled access point without prior authorization from Security.
 - III. It is prohibited for any person to deface, damage, tamper with, willfully break, destroy, or impair the usefulness of, or open without

lawful authority an entry or exit gate, bollard or any other related equipment.

IV. All access credentials are the property of the university and must be surrendered upon request of parking staff.

V. Misuse of parking access credentials may result in various penalties.

1. Permit holders may also have their parking cancelled without refund, and any person found to be exiting improperly might also be referred to Security and/or the Office of the Dean of Students.

2. Departments utilizing access credentials or operating vehicles in a manner that is unsafe or outside of the rules and regulations may have access to areas suspended and/or information sent to Deans, Vice Presidents. Associate Vice Presidents, Directors, or Security for further action.

3.

5. Manner of Parking:

A. Vehicles are prohibited from occupying portions of more than one space when the space is defined by painted lines or to park in any portion of the area not clearly designated for parking. Parking wholly within the marked boundaries of the parking space is required at all times. All parking spaces marked with boundaries at the rear of the space are designed for vehicles that can park wholly in that space without extending beyond the marked boundary. Those vehicles parked beyond the boundary will be considered not parked completely in the space and subject to citation.

B. Four-wheeled vehicles are prohibited from parking facing the opposite flow of traffic when exiting a parking space.

C. Vehicles are prohibited from double parking.

D. Vehicles shall not park in a manner that obstructs ADA parking spaces, walkways, driveways, ramps, loading docks, or marked crosswalks and/or that inflicts damage to shrubbery, trees, grass, grounds, or structures.

E. If there are no painted lines, the vehicle shall park perpendicular to the wheel stop or parallel to the curb.

F. It is prohibited for any person to park or bring to a halt on campus any vehicle in such a manner as to interfere with normal vehicular or pedestrian traffic.

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

6. **Parking on Sidewalks, Grass, or Shrubby:** It is prohibited for any person to park a vehicle (including bicycles, moped, motor scooters, etc.) on a sidewalk, walkway, patio, plaza, grass, shrubbery, sign pole, stair railing, other architectural features or any unmarked or unimproved ground area unless such areas are signed and marked for parking.

7. **Fire Lanes/Fire Hydrants:** Fire lanes are designated by posted signs and/or yellow, orange, or red painted curbs/lines. No person shall park a vehicle

(whether disabled or not), or permit it to stand in or block access to any area designated as a fire lane or within 15 feet in either direction of a fire hydrant.

Posted Signs: Posted signs must be honored at all times and take precedence over painted curbs, pavement markings, verbal instructions, and designations shown on the university map. In any parking dispute, the existing sign will prevail in determining if a vehicle is legally parked.

8. **Unpainted Curbs:** Parking at unpainted curbs is controlled by area parking signs.
9. **Painted Curbs:** Vehicles are prohibited from parking where indicated by red, yellow or orange-painted curbs or yellow or orange-painted pavement markings at all times.
10. **Bus Stops:** Sufficient areas shall be set aside for bus stops for the use of any university or public transportation system. It is prohibited for a motor vehicle to occupy a bus stop for any reason.
11. **Barricaded Spaces:** It is unlawful to park in a space with a barricade or to remove a barricade.
12. **Loading Zones:** Vehicle operators may park in a Loading Zone for 30 minutes to load/unload a vehicle; however, the operator must have the vehicle's emergency lights flashing. There are no permits required for LZ spaces. LZ spaces are in effect "At All Times". Once the loading/unloading process has been completed, the spaces must be vacated and those not obviously in the process of loading or unloading will be cited. Moving a vehicle and re-parking a vehicle in the same area does not extend the original time restriction from the initial parking.
13. **University Vehicle Spaces:** These spaces are reserved for use by university vehicles at all times. Some spaces may be reserved for a specific number university vehicle at all times.
14. **Special Event Parking:** The director of Security may cause certain lots, spaces, and areas to be reserved for those attending a special event or specifically authorized persons. Parking alternatives are available for displaced permit holders, based on permit type.
 - A. Any event which impacts parking on the university campus must be coordinated with Security.
 - B. Security may issue special permits for events to the host department.
 - C. Prices for event parking will vary depending on the type and location of the event.
 - D. Event signage outlining all parking restrictions and reserved parking areas will be put into place in advance of any university-sponsored event. The director of Security is authorized to remove and/or have cited, vehicles parked in reserved spaces before athletic or university-sponsored events. The director of Security may take one or more of the following steps to inform permit holders of special event parking policies:
 - . Information e-mailed to all permit holders with assigned lots affected by special event parking
 - I. Informational signs posted at the entrances to lots reserved for athletic and other special events

- E. Parking arrangements for chartered buses and large vehicles that will impact traffic must be coordinated with Security.
15. **Temporary Prohibition of Parking:** The director of Security is authorized to temporarily prohibit parking, stopping, or standing on driveways, streets, alleys, and parking lots on campus. Temporary signs and/or barriers shall be posted.
 16. **Long-Term Parking:** Faculty/Staff parking in surface lots for more than 72 hours must be coordinated through the Security office to help avoid vehicles being left in areas affected by parking disruptions. Student overnight surface lot parking is in designated areas only. All permit holders should inspect their vehicle and parking every 72 hours for safety reasons and for assurance that event parking restrictions have not been placed on the lot at which the vehicle is parked.
 17. **Persons with Disabilities Parking:** A sufficient number of ADA compliant parking spaces shall be reserved in surface lots and garages to ensure ADA compliance with Texas Department of Licensing and Regulation requirements. Additional noncompliant spaces, or Special Accommodation parking spaces, may also be provided at the discretion of Security. These spaces, while not ADA compliant, still require valid ADA credentials at all times.
 - A. ADA spaces and Special Accommodation spaces are reserved at all times unless otherwise indicated. A person with disabilities plate and/or permit is required in both ADA and Special Accommodation surface spaces and garage spaces for persons with disabilities at all times. Between the hours of 7:00 a.m. and 5:00 p.m., Monday-Friday, a valid permit is ALSO required for all ADA spaces.
 - B. Disability license plates, veteran license plates with the international symbol of access, permits, or placards issued by the State of Texas, as well as disability plates, permits, and placards issued by other states shall be considered appropriate persons with disabilities plate and/or permit.
 - C. It is prohibited to park a vehicle in a manner denying access to persons with disabilities' parking spaces.
 18. **Visitor Parking:** Texas Wesleyan University welcomes visitors to campus. Visitors will need to come to the security office located in the Baker Building located on the corner of Wesleyan St. and Rosedale St. to obtain a temporary permit.
 19. **Emergency Vehicle Parking:** Emergency vehicles are exempt from the provisions of this regulation when being operated in response to an emergency situation.
 20. **Trailers, Recreational, or Mobile Home Vehicle Parking:** Trailers, recreational or mobile home vehicles are prohibited from parking on campus unless coordinated and approved by security.
 21. **Electric vehicles:** No personal electric vehicle are to be charged on university property except at an official vehicle charging station.
 22. **Vanpool Parking:** University-sponsored vanpools may have designated parking spaces in specific university parking facilities that are restricted as signed.
 23. **Disabled Vehicles:** It is prohibited to leave a disabled vehicle parked in violation of these regulations without immediately notifying Security at 817-531-4911. If the vehicle is obstructing traffic or creating a hazard, it must be removed

immediately. Security will either render assistance or authorize temporary parking. Temporary parking of disabled vehicles shall not exceed 24 hours and must not create any obstruction or hazard.

24. **Abandoned Vehicles:** Any vehicle that is partially dismantled or wrecked, does not display a current license plate, is not registered to a permit, or does not appear to be operable; and is left in such condition for more than 48 hours, shall be considered abandoned and impounded at owner's expense.

Notice of pending impoundment shall be posted prominently on the vehicle on the driver's side of the front window, on the rear windshield, on the driver's side window, depending on the type of vehicle.

25. **Inhabitation of Vehicles:** No one may inhabit a vehicle of any kind (cars, trailers, campers, motor homes, trucks, buses, or other vehicles) on the university campus (streets, parking lots, garages, and other areas) except as approved by the Director of Security. Violators may be cited for improper habitation/parking and the vehicles may be towed.

Section VIII:

Parking Permits

1. **General:** A university parking permit is required to park on The Texas Wesleyan University campus. All parking lots are open for students from 5:00 p.m. to 7:00 a.m., Monday through Friday, and on the weekends.
2. **Issuance of Permits:** A parking permit will be issued upon application to Security for Faculty/staff and Student Affairs for students. Permits will not be issued without Wesleyan ID credentials or presenting a valid photo ID. Up to two vehicles may be registered but only one vehicle may be parked on campus at any given time. Failure to register a vehicle to a permit may result in a university citation. **Individuals shall not lend, sell, or otherwise allow other persons to use their permit.** Ownership of all permits remains with the university and is not transferable.
 - A. The Director of Security may issue special permits under the conditions and at the fees indicated in this regulation.
 - B. Vehicles must be registered with the parking offices before any type of permit will be issued. Registration includes the vehicle(s) make, color, style, fuel used, license plate number, and state of registration. It is the responsibility of the permit holder to inform the parking offices of any changes in their vehicles (e.g., purchase of a new car), home or work addresses, contact information, etc.
 - C. Permit holders are responsible for all fees and fines associated with their permits and/or registered vehicles.

- D. Acceptance of a university parking permit is acknowledgment that the university may make payroll deductions for outstanding parking permit fees.
 - E. A permit will not be issued if the individual is barred or is otherwise ineligible for a permit.
 - F. Issuance of a parking permit signifies that the permit holder agrees to abide by these *Parking Regulations*.
3. **Expiration of Permits:** Expiration dates will be printed on the permits.
- A. **Payment of Permit Fees:** Student Parking permits are \$100.00.
4. **Permit Renewals:** Permit renewals are the responsibility of each permit holder. Failure to renew the permit for any reason is the sole responsibility of the permit holder and may result in the loss of the permit. All deadlines are final. Renewal notifications are a courtesy only and failure to receive a notification does not alleviate the permit holder of responsibility to renew the permit by the deadline.
5. **Permit Misuse:** The penalty for unauthorized sale, distribution, counterfeit, or alteration of a university parking permit and/or the possession of an illegally purchased, distributed, counterfeited, or altered permit shall be the amount equal to the original value of the permit, plus all citations issued, including a citation for lost/stolen/forged permit. Security also reserves the right to suspend campus parking privileges as well as ban the vehicle displaying the illegal permit, or any vehicle registered or operated by the party found in possession of the unauthorized permit. Students may be referred to the Dean of Students and faculty/staff may have the matter forwarded to their dean or director for further action.
- Misuse of any permit shall result in confiscation of the permit, and a restriction on issuing permits for at least one year. Persons found displaying said permits in violation of this section will be subject to the appropriate fine, booting, and/or towing of their vehicle(s) and all fines relevant to the booting of the vehicle and all currently outstanding fines must be paid prior to the release of the boot.
6. **Types of Permits:** The following is a detailed listing of the various types of permits:
- A. **Faculty/Staff:** Parking permits will be allowed to park in lots A, C, D, F, J, M, R, S, and V. on a first come first serve basis.
 - B. **Commuter Students:** Parking permits will be allowed to park in lots E, I, K, L, N, P, Q, U. on a first come first serve basis.
 - C. **Residential Students:** G, H, O, and T.
 - D. **Vendors:** Salespersons, consultants, or other commercial agencies that are not university-sponsored vendors will be referred to one of the university student parking locations.
 - E. **Delivery Vehicles** – Quick delivery vehicles doing business on campus have a need for short term parking will be addressed on an individual basis.
 - F. **Non-University Personnel:** Personnel working for, belonging to, or otherwise affiliated with organizations or agencies located on the main campus may obtain an annual parking permit upon application approval.

G. Temporary Permits: Temporary parking permits are available at the security office for rental cars, and special circumstances.

Section IX: Fines

Security officers will issue parking citation to students for the following violations:

Code

Violation

Fine

1	Handicapped Parking	\$75
2	Not registered vehicle or failure to display sticker	\$50
3	Faculty Staff Parking Space	\$50
4	Commuter Parking Space	\$50
5	Residential Parking Space	\$50
6	Visitor Parking Space	\$50
7	No Parking zone/Loading Zone/Grassy Area	\$50
8	Blocking Vehicles: Roadway/Walkway	\$50
9	Parked in Fire Lane	\$50
10	Occupying Two Spaces	\$50
11	Reuse of Old Citation	\$50
12	Other	\$50
13	Boot Fee	\$50

Fines are assessed per violation.

Revised 6/1/26