

Policy FO-31.1 Parking and Traffic Regulations
Office of Parking and Transportation
Department of Public Safety Services
Finance and Operations Division



PARKING & TRANSPORTATION
Department of Public Safety Services
SAM HOUSTON STATE UNIVERSITY

Policy FO-31.1: Parking and Traffic Regulations
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31.1.1 General Provisions

A. General. Pursuant to the authority granted within Texas Education Code § 96.61 enacted by the Legislature of the State of Texas, April 27, 1967, in addition to, Sections 51.201 et seq., 54.005, 54.505, 65.31, and 67.21 of Title 3 of the Texas Education Code, the governing board of Sam Houston State University (SHSU) is authorized to promulgate rules and regulations for the safety and welfare of students, employees and property. These regulations and procedures apply to any person who walks, drives, or parks a motor vehicle or bicycle on the campuses of SHSU. In addition to university regulations, all of the general and criminal laws of the State of Texas are declared to be in full force and effect within the areas under the jurisdiction of SHSU, and all persons are responsible for compliance with these laws. The governing board of SHSU is authorized to employ campus police personnel for the purpose of carrying out the provisions of Texas Education Code § 96.61, and has commissioned such officers as peace officers vested with all the powers, privileges and immunities of peace officers in the performance of their duties. It shall be unlawful for any person to trespass upon the grounds of SHSU, or to damage or deface any of the buildings, trees, shrubs, grasses, flowers, or other property on the grounds. The University Police shall be vested with the authority to refuse to allow persons having no legitimate business to enter upon any property under the control and jurisdiction of SHSU and to eject any unauthorized persons from said property upon their refusal to leave peaceably upon request. Authority is given to the SHSU Police Department to require identification of any person upon the property of the university. Failure to produce identification upon request of an officer may result in arrest and appearance before a magistrate.

1. These rules and regulations are supplementary to the statutes of the State of Texas that govern pedestrians and the use of motor vehicles and bicycles. The Office of Parking and Transportation (P&T) within the Department of Public Safety Services (DPSS) is charged with governing the Parking and Traffic Regulations. The operation of a motor vehicle or bicycle on any Sam Houston State University campus is a privilege granted by the university and is not an inherent right of any faculty, staff, 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 parking permit/permission with P&T. Purchasing a parking permit/permission 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. All faculty, staff and students must present or have registered a valid SHSU Identification Card prior to any internet sale or direct sale of an ePermit. All visitors must provide a valid, government-issued identification at the time of direct, in-office registration to receive an ePermit to park on campus.

These rules and regulations are subject to change at the discretion of the Associate Director of P&T or Director of Public Safety/Chief of Police. Notice of any changes will be published to the DPSS website at www.shsu.edu/police and the P&T website at www.shsu.edu/parking.

2. 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. All thefts, accidents or other offenses that occur on campus should be reported to the University Police Department immediately. Motor vehicle accidents should be reported prior to moving the vehicles. Single vehicle accidents should also be reported. Keys or valuables should not be left in a vehicle. Always keep your vehicle locked.

B. Administration and Enforcement of the Regulations.

1. **The Parking and Transportation Committee.** This is a standing committee composed of at least four faculty, four staff, and two students. The function of this committee is to establish traffic and parking regulations and to review annually a system of priorities for permits to be issued in reserved areas; to recommend to the president ways and means of meeting parking needs of faculty, staff, and students; to recommend to Student Services any changes in the composition and operation of the Parking and Traffic Appeals Panel. Suggestions for changes to

these regulations, requests for individual consideration, or any other communication concerning these regulations should be directed to this committee via the P&T office.

2. **The Parking and Traffic Appeals Panel.** This panel is composed of faculty, staff, and students, and reviews petitions and appeals arising in connection with parking priorities and the enforcement of regulations.
3. **Office of Parking and Transportation (P&T).** This office is responsible for all administrative functions relating to the issuance of parking permits/permissions, the collection of administrative enforcement charges for university parking and traffic administrative violations, the acceptance of appeals from such violations, the processing of refund requests upon withdrawal from the university, and for the operation of all parking lots and garages. P&T also supervises the parking enforcement assistants who issue parking citations as outlined in these regulations. Questions relating to these functions should be directed to Office of Parking and Transportation, Charles W. Tackett Police Building, Campus Mail Box 2329. The normal administrative operating hours are Monday through Friday from 7:30 a.m. to 4:30 p.m., however, these hours are subject to change.
4. **The Sam Houston State University Police Department (SHSUPD).** SHSUPD may enforce regulations at any time or under any circumstances deemed necessary. SHSUPD has legal authority for the enforcement of these Parking and Traffic Regulations. SHSUPD police officers may issue university citations or court appearance citations enforceable in the appropriate state or municipal court (Section 31.1.6 Enforcement, Sanctions and Appeals Process). On special occasions and during emergencies, parking limitations may be imposed by Sam Houston State University Director of Public Safety Services/Chief of Police or waived at his discretion due to prevailing conditions.
5. **Methods and Devices of Enforcement.** The University may enforce these parking and traffic regulations using the following means:
 - a. Through the issuance of university citations and the collection of administrative enforcement charges for offenses;
 - b. Through the impoundment or booting 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 garage access 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 purchased the permit to appear in the appropriate state or municipal court or at a university 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;
 - g. Through SHSUPD, by the issuance of court appearance citations requiring an appearance in the appropriate state or municipal court. A violation of the university parking & traffic regulation is a misdemeanor punishable by a fine of up to \$200;
 - h. By such other methods as are commonly employed by city governments or state agencies in control of parking and traffic regulation enforcement.
6. **Proof.** The issuance of a citation reflecting the fact that any parking or traffic control device, sign, parking meter, signal, or marking was actually in place at any location on campuses of SHSU shall constitute prima facie evidence that the same is official and was installed under the authority of applicable law and these regulations.

Evidence that a motor vehicle was found having stopped, parked, or left standing in violation of these regulations is prima facie evidence that the vehicle was parked by:

- a. The person holding a university parking permit for the vehicle,
 - b. If no university parking permit has been issued for the vehicle and the vehicle is not registered with the university, the person whose name it is registered with the Texas Department of Motor Vehicles or the corresponding agency of another state or nation and/or,
 - c. A son, daughter, spouse, or ward of the registered owner, is such person who is employed with or enrolled in the university at the time of the violation.
 - d. The absence of sufficient parking spaces on the university campus is not justification for violation of these regulations. Failure to enforce any regulation shall not constitute a waiver of the university's authority to enforce these regulations. Other improperly parked vehicles do not constitute an excuse for improper parking.
7. **Responsibility of Parking Fees, Charges, and/or Violation Fines.**
- a. The person to whom a university parking ePermit or permission is issued is responsible for any citation issued with respect to a car displaying that permit or a vehicle registered through P&T by that person.
 - b. If the vehicle is not registered through P&T to any university-affiliated party, then the person to whom the vehicle is registered through the Texas Department of Transportation or other state agencies at the time of issuance of the citation and that individual's university affiliate (faculty, staff or student) are responsible for the citation.
8. **Liability.** SHSU 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.
9. **Vehicle Sale or Transfer of Ownership.** If the owner of a vehicle has sold or transferred the vehicle to a new party, the owner must contact the county tax office or regional office and fill out the Motor Vehicle Transfer Notification Form (VTR-346). Upon receipt of the form and fee, the Department of Motor Vehicles records will be updated to reflect the transfer/sale of the vehicle. Upon receipt of proof of this transfer, P&T will release the owner from liability of any citations issued to the vehicle after the sales date.
10. **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. Late fees shall be added to any past due citation after 10 calendar days where payment or an appeal have not been received by P&T.
 - b. Parking citation debts will be invoiced to the permit holder, registered owner of the vehicle or the individual's university affiliate that are responsible for the citation.
 - c. A financial or non-financial bar will be placed against students for past due debts.
 - d. SHSU may elect to use the services of a commercial collection agency or attorney to collect outstanding fees for permits and citations. If a debt is referred to an agency or attorney, the offender will be responsible for paying all costs of collection, including any agency fees and/or reasonable attorney's fees, which will be added to the total amount due. Additionally, a late fee may be added to the outstanding fees.
 - e. No parking permit/permission will be issued to any individual who has P&T outstanding debts.
 - f. When the vice president for Finance and Operations determines that in their judgment civil penalties validly imposed for violation of these regulations cannot or will not be collected through normal administrative procedures, they may bring a civil action against the offender in the name of the university for the recovery of the penalty.

31.1.2 Definitions

COMMUTER. A student without resident assignment within Sam Houston State University managed housing.

DISABLED VEHICLE. Any vehicle that has mechanical failure which prevents it from being operated at all or impedes the vehicle's operation for a period of more than 48 hours.

DISABLED VETERAN. Any veteran that possesses, or qualifies for, disabled veteran license plates, or has a disabled placard issued by the Texas Department of Motor Vehicles and provides proof of service through Department of Defense or Department of Veterans Affairs paperwork.

DPSS. Sam Houston State University Department of Public Safety Services, which includes University Police Department and the Office of Parking and Transportation.

EVENT PARKING. Any lot or parking garage maintained by P&T may be closed and utilized for event parking for the use of events sponsored by SHSU. These events include but are not limited to athletic, departmental, recruiting, administrative, or celebratory events.

EXTRAORDINARY SERVICE VETERAN. Any veteran that qualifies for or possesses specialty license plates issued by the Texas Department of Motor Vehicles indicating receipt of a Purple Heart, Congressional Medal of Honor, Distinguished Service Medal, Bronze Star Medal, Army Distinguished Service Cross, Air Force Cross, Distinguished Service Cross, Navy Cross, or indicating service as a Prisoner of War or Survivor of Pearl Harbor.

FACULTY/STAFF. Any person employed by the university, full-time or part-time. The Faculty/Staff designation does not apply to graduate assistants or student employees of the university.

FIRE ZONE/RED CURB AREA. This area is identified as a fire zone and no parking zone. This area is marked by any single or combination of signage, red curb painting and/or red lines on the pavement. A vehicle, with exception to an emergency vehicle, may not be parked and left unattended for any amount of time. Any vehicle observed in this manner is considered in violation and can be cited and/or towed.

FLAGRANT VIOLATIONS. A clear and obvious violation of these rules and regulations, including but not limited to possession of a lost, stolen or altered permit; possession of a permit by someone other than the original purchaser; receipt of 3 or more unpaid citations; or any violations that substantially impact the daily operations of the university or the health and safety of others.

IMPOUND. Securely hold a vehicle until certain conditions are met for its release.

INHABITATION. To live or reside in a vehicle.

INTERSESSION. The period between the day following the published last day of SHSU finals of one semester and the beginning of the next semester (first day of class) and SHSU spring break.

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.

OFFICIAL UNIVERSITY HOLIDAY. Those days when the university is officially closed for business.

PARKING AND TRANSPORTATION (P&T). The Department of Public Safety Services Office of Parking and Transportation.

PARKING ENFORCEMENT ASSISTANT. Employee of P&T who controls the parking of motor vehicles; issues parking citations in parking lots, garages, and along streets at SHSU; provides guidance and directions to visitors; assists with special event parking.

PARKING PERMIT/PERMISSION. Permit issued by P&T that authorizes parking on university property. Hangtags are removable permits that may be transferred to multiple registered vehicles belonging to the permit holder. Decal permits are stickers or permits applied by adhesive that are permanently affixed. No portion of any permit or its displayed content may be changed in any manner after issued by DPSS. An ePermit is an electronic permission to park that is issued electronically after a vehicle is registered with SHSU Department of Public Safety Services. ePermits utilize a government issued license plate or temporary tag rather than a physical permit decal or hangtag.

PARKING SPACE. An area designated for vehicle parking by pavement or curb markings and signs. Any area not so marked is not a valid parking space. A parking space will have an area designated on three sides by lines and/or posts, curbs, or other types of barriers for the explicit purpose of parking a motor vehicle.

PAY BY SPACE, HOURLY PAY PARKING or METERED PARKING SPACE. Designated parking spaces identified by space signage or signage at the entry of a parking lot for use at an hourly rate and maximum daily rate. Pay by Space Parking is available for all non-permit holders and permit holders that would like to utilize the space for parking. Pay by Space parking is managed, and all fees paid through a third party parking application service. Registration of a vehicle and proof of purchase or transaction of parking validates a vehicle to park in a pay by space or metered parking space.

ePERMIT REQUIREMENTS. An ePermit is required at all times on campus, 24 hours/7 days a week, while access privileges will change during intersessions and official university holidays. Pay by Space and Sam Houston Parking Garage hourly spaces do not require an ePermit but do require vehicle registration and proper credit card payment to park.

PRIVATE CONTRACTOR. Any person employed by a business, but not affiliated with SHSU as faculty, staff, or student, which has contracted to operate a business or service function of the university.

RESERVED PARKING SPACE. A parking space identified by signage to be reserved or designated. Traffic cones and barricades in parking areas should be observed as a reserved area or an area that is closed and should not be utilized.

RESIDENT. SHSU students who have a current SHSU on-campus housing assignment.

SHSU: Sam Houston State University

STUDENT. Any person who is or has been within the last six months registered and enrolled at the university; including, but not limited to, online students, dual credit students, part-time students, auditing individuals, teaching assistant students, graders, and research assistants.

TIMED PARKING SPACE. A valid parking space identified by signage to be used only within a posted timeframe with a valid SHSU ePermit.

TEMPORARY PERMIT. An authorized permit issued by P&T which is issued outside of the term-based permits to faculty, staff, or students. Temporary permits can be issued to valid permit holders that operate a secondary vehicle or available to purchase by visitors or faculty/staff and students that require occasional parking at the daily or weekly cost of parking.

TOW. When a vehicle is authorized to be removed from university property by DPSS or designee for a flagrant violation or in a matter where DPSS identifies a vehicle parked in a manner that presents a hazard or obstruction to university operations.

UNAUTHORIZED PARKING ePERMIT. Use of an ePermit for which the individual is no longer eligible or use of an ePermit that was purchased/issued to another individual.

UNIVERSITY. Sam Houston State University

UNIVERSITY PROPERTY. Includes all properties under the control and jurisdiction of Sam Houston State University.

UPD. Sam Houston State University Police Department

VEHICLE. Includes, but is not limited to, automobiles, buses, trucks, trailers, motorcycles, motor scooters, motorbikes, mopeds, and bicycles.

VENDOR. An individual or company not affiliated with the university as faculty, staff or a student, which provides goods or services to the university.

VISITOR. Any person who is not a faculty, staff or student member of the university or otherwise eligible for a SHSU parking permit. Visitors may not receive free parking services or permits for the benefit of a student, faculty or staff member. The appropriate ePermit or hourly by plate parking option should be used.

YELLOW ZONE/AREA. This area is identified by signage and/or yellow curb or surface lot striping and considered a No Parking Area. Any vehicle parked and left unattended for any amount of time is in violation and can be cited and/or towed. Curbs painted yellow can be used as a loading/unloading zone of large, heavy equipment but the vehicles may not be left unattended for any amount of time. Any vehicle observed in this manner is considered in violation and can be cited and/or towed.

31.1.3 Traffic Regulations

- A. General.** Every vehicle operator shall comply with these regulations, state law and all traffic control devices at all times, unless otherwise specifically directed by P&T or SHSUPD. State and local laws pertaining to operation of motor vehicles, bicycles and pedestrians on public streets apply on the campus and streets owned and operated by the university. Vehicles are prohibited at all times from parking in reserved spaces without a proper ePermit, no-parking zones, tow-away zones, fire lanes, crosswalks, loading zones or service driveways, on lawns, curbs or sidewalks, barricaded areas or in any manner which obstructs the flow of vehicular or pedestrian traffic.
1. **Special Instructions.** No person shall fail to comply with any instruction related to traffic or parking given by a university police officer or director of P&T or a P&T parking enforcement assistant.
 2. **Temporary Restrictions.** The Associate Director of P&T or director of public safety/chief of police, or their designee is authorized to temporarily implement restrictions that govern parking and traffic relating to construction, emergency situations or special events on campus, and by agreement with the city of Huntsville, on public streets. Notice of such restrictions may be given by the posting of temporary signs or barriers or in any other area deemed appropriate.
 3. **Speed Limits.** 20 m.p.h. on campus roads, 10 m.p.h. in parking lots and service drives, and 5 m.p.h. in parking garages is the maximum speed limit, at all times, unless otherwise posted.
 4. **Traffic Obstruction.** No person shall park or bring to a halt on the campus any vehicle in such a manner as to interfere with normal vehicular or pedestrian traffic or jeopardize safety or university property.
 5. **Vehicles in Buildings.** With the exception of wheelchairs, ADA scooters or other devices specifically authorized by the Associate Director of P&T or director of public safety/chief of police or their designee, no person shall place, use, park or otherwise leave a vehicle within any university building other than a parking garage at any time.

6. **Sidewalks, Grass, or Shrubbery.** No person shall drive a vehicle on a sidewalk, walkway, patio, plaza, grass, shrubbery or any unmarked or unimproved ground area unless such areas are signed and marked for driving, except as specifically authorized by P&T or DPSS.
7. **Passenger Pick-Up and Drop-Off.** No person shall stop a 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 where applicable.
8. **Pedestrians.** Pedestrians have the right-of-way at marked crosswalks, in intersections and on sidewalks extending across a service drive, building entrance or driveway. 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. No pedestrian shall stand on the traveled portion of any street, alley or driveway in such a manner as to obstruct or prevent the free flow of traffic. Violations of this rule are applicable to enforcement within the Texas Transportation Code and enforceable by any Texas Peace Officer.
9. **Reserved Spaces.** Several parking spaces, regardless of the area in which they are located, are reserved 24 hours a day, seven (7) days a week for administrators, service vehicles, faculty/staff members, residence hall directors, ADA, or as loading zones. This also includes spaces marked for DPSS business, compact cars only, police vehicles only and visitors.
10. **Motorcycle Spaces.** Parking spaces have been designated for motorcycles by curb markings, signage and paint markings within designated parking areas. Spaces so marked are for two-wheeled motor vehicles only. Motorcycles may not park in no-parking zones, fire lanes, reserved spaces or any other space intended for a vehicle with two (2) or more axles and (4) or more tires.

31.1.4 Required Registration of Vehicles and Parking Regulations

- A. **General.** In order to operate or benefit from the use of a motor vehicle on campus, each member of the SHSU community must obtain, in his or her name, a vehicle parking decal or ePermit. That decal or ePermit must be displayed or registered as directed below. No person may register a motor vehicle in his or her name which belongs to another student, faculty, or staff member. Each parking lot or garage 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. Most lots are authorized for multiple types of ePermits. The various classes of parking ePermits and their eligibility requirements, privileges, and limitations are described in detail in this regulation. Parking in a garage requires either the appropriate SHSU ePermit, or in the case of SH Parking Garage, payment by the hour using any major credit card.
1. An ePermit must be issued to a person and their registered vehicle no later than the first business day that the vehicle is brought on campus.
 2. By registering a vehicle for issuance or purchase of an ePermit or permission to park, vehicle operators consent to SHSU's use of automated license plate recognition technology in accordance with SHSU policy FO-31.2. The license plate of a vehicle followed by make, model, color, and year, is required for registration and must be kept current and up to date by the operator or custodian of the vehicle.
 3. Students needing to register more than one vehicle under an issued ePermit must provide a valid copy of the vehicle registration and cannot be registered or affiliated with another student or faculty/staff member or family member of another student or faculty/staff member.
 4. Faculty and staff, whose dependents are students, may allow those dependents to register a commonly operated motor vehicle for a student parking ePermit in addition to the employee's parking ePermit. If the faculty or staff member has two motor vehicles registered, and if both motor vehicles are on campus at the same time, the

motor vehicle with the student ePermit must be parked in the designated student parking area and not in either the faculty or staff member's reserved space, zone, or lot or in the time limit areas on campus.

5. Any change in status of a faculty, staff, or student must be updated with the Department of Parking and Transportation to reflect that change no later than the first university business day after the change takes place. Failure to register a change in an account status is a violation of the parking rules and regulations and is subject to fine.
6. Use of Parking ePermits. No person shall lend, sell, or otherwise allow another person to use their ePermit, except as specifically authorized by these regulations. Misuse of an ePermit may result in confiscation of the ePermit without refund and a restriction on issuing ePermits for at least one year. Persons found in use of an ePermit in violation of this section will be subject to the appropriate fine, booting, and/or towing of their vehicle(s).
7. ePermit Requirements. An ePermit is required at all times on campus, except a vehicle parked in an SH Parking Garage hourly space or registered pay by phone user that has completed a transaction to park on campus. Vehicles are eligible to park only as authorized by the type of ePermit issued. (Section 31.1.4, "Parking Permit Types and Permissions," sets forth the classes of ePermits, their permissions, and eligibility requirements).
8. All visitors, faculty, staff, students (full or part-time), employees of private contractors or other government agencies assigned to SHSU, who operate a vehicle on university property, regularly or occasionally, are required to obtain a parking ePermit at ALL times.

B. Manner of Parking.

1. **General.** No person shall:
 - a. Park without a valid parking ePermit or payment of designated short-term parking, hourly pay, pay by space, or metered space, except as specifically authorized by the Associate Director of P&T or the director of public safety/chief of police or their designee.
 - b. Park a vehicle such that it occupies portions of more than one parking space. A vehicle parked on or over a painted marker line, wheel stop, curb, or paved border of a parking space is considered in violation.
 - c. Back in or pull through an angled parking space.
 - d. Park a vehicle with the left wheels to the curb unless parked on a one-way street.
 - e. Park a vehicle more than 18 inches from a curb.
 - f. Park a vehicle within more than one (1) valid space or next to a vehicle stopped, standing, or parked along a curb.
 - g. Park or allow a vehicle to stand in a manner that obstructs disabled/handicap parking spaces, walkways, driveways, ramps, loading docks, or marked crosswalks.
 - h. Park or allow a vehicle to stand any vehicle on a sidewalk, walkway, patio, plaza, grass, shrubbery or any unmarked or unimproved ground area.
 - i. 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 or connection. Fire lanes are designated by posted signs and/or red painted curbs/lines. Any emergency authorization for use of fire lanes must be obtained through DPSS.
 - j. Park a vehicle in a no parking zone. A No Parking Zone can be marked by red paint, yellow paint, or be any unpainted area with the absence of marked striping identifying the border of a valid space.
 - k. Park a vehicle in front of a service area, loading dock, or garbage dumpster.
 - l. Park a vehicle in an area designated by signage as a bus stop.
 - m. Park in a space with a barricade, sign, traffic cone or remove such a device, except as specifically authorized by P&T or DPSS.
 - n. Park a utility trailer, camper trailer, or recreational vehicle on university property unless specifically coordinated and approved by P&T.

- o. Park a vehicle in an area not identified as a parking area or space by P&T through signage, marker lines, or map.
 - p. Park or store a bicycle, except at designated bicycle parking areas.
 - q. Park a motorcycle in a space within the Sam Houston Parking Garage or a space not marked as motorcycle parking.
2. **Required Display of License Plate.** All vehicles must be parked so that the license plate is visible from the driving aisle. The license plate must be securely fastened to the exterior side of the vehicle facing the driving aisle in a horizontal, upright position of not less than 12 inches from the ground. Removable tow hitches must be removed and stored when not in use. No covers may be placed over the license plate that would inhibit the reflectivity of the plate. The alphanumeric characters of the license plate must be visible and unobstructed by license plate frames or other accessories.
 3. **Head-In Parking.** All vehicles, except motorcycles, must park head-in and within a defined space in lots and streets having angled or head-in parking.
 4. **Parking Designations.** Parking areas are designated by signs and/or color coding on a map obtained online at the P&T website at www.shsu.edu/parking. These signs and maps indicate the type of ePermit holder for which the area is reserved. Signs take priority over any printed map. In the presence of faded marker lines the predominant marker line always takes priority over a faded, unmaintained paint marking. Any conflict in designation should be reported to P&T prior to attempting to park.
 - a. Certain parking spaces have been designated as timed parking spaces. These spaces are so designated to provide short-term parking for business access to the SHSU Post Office, student center offices and other designated areas.
 - b. Parking more than the specified time limit is prohibited. Citations may be issued for each segment of parking overtime. Parking in a designated timed parking space does require a SHSU parking ePermit or registration with the university sponsored pay by phone or pay by plate service.
 5. **Disabled or Public Nuisance Vehicles.** It is prohibited to leave a disabled vehicle parked in violation of these regulations without immediately notifying DPSS at (936) 294-1800. If the vehicle is obstructing traffic or creating a hazard, it must be removed immediately. A DPSS employee 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.
 6. **Abandoned Vehicles.** Any vehicle that is partially dismantled or wrecked, does not display a current license plate or permit, and 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. The 48-hour stipulation does not apply to unlocked bicycles.
 7. **Pending Impoundment.** 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, or on the bicycle frame depending on the type of vehicle. Notice will remain on the vehicle in question for 48 hours prior to removal of the vehicle except when the vehicle causes a traffic hazard or substantial inconvenience to university operations.
 8. **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 Parking and Transportation Administration. Violators may be cited for improper habitation/parking and the vehicle(s) may be towed from university property.

31.1.5 Parking ePermit Types and Permissions.

A. Issuance of ePermits.

1. The associate director of P&T may issue a parking ePermit to any person or company desiring to park on university property, upon payment of the appropriate fee.
2. A parking ePermit will be issued upon application and payment of the parking permit fee to P&T. All outstanding citations or parking fees must be paid before an ePermit may be issued. An individual may only use one parking ePermit and one vehicle at any time. Ownership of all ePermits remains with the university and is not transferable.
3. The associate director of P&T may establish fees for special circumstance parking, including event parking. Please check the P&T website, social media accounts, and parking lot signage often for changes in lot and space designation. Changes in parking permission and enforcement are subject to change during intersessions, events, construction and other times as designated by the director of public safety and Associate Director of P&T.
4. All ePermits will have a date of issuance and a date of expiration including timed parking and hourly pay spaces. Vehicles parked with an expired ePermit, permission, or hourly pay transaction shall be considered in violation of these rules and regulations.

B. Returns. All annual ePermits are eligible for a prorated return based on a pricing schedule formulated by P&T. ePermits may be returned under the following conditions:

1. A partial refund may be available to a student under the following conditions:
 - a. The ePermit (purchased before/during the fall semester) must be requested for return prior to the last business day in March with documentation that one has graduated or will be studying abroad.
 - b. Any permit returned after the last business day in March will not be eligible for a refund.
 - c. Hourly, Pay by Space, Daily, and Short Term Parking ePermits and transactions are not eligible for any return or exchange.
2. A partial refund or exchange may be available to a faculty/staff member under the following conditions:
 - a. Official office and or departmental relocation to a different parking area.
 - b. Separation or retirement from SHSU.
 - c. Any permit returned after the last business day in March will not be eligible for a refund.
3. Short-Term, daily, pay by hour, and pay by space parking transactions are not eligible for refund or return.

C. Disabled ADA Parking Permit. Physically challenged students, faculty and staff who possess a State of Texas disabled placard or disabled registration tags are required to register their vehicle with Parking and Transportation. A mobility ePermit will be issued entitling them to park in handicap spaces and any space specified within the type of ePermit purchased. Special permits are available to students who must park close due to a temporary injury or illness with supplemental documentation from a physician. Requests for temporary special permits must be made to Parking and Transportation. Temporary special permits are not authorized to park in any area designated for the physically challenged and/or disabled. Refer to Appendix B for Mobility ePermit pricing.

D. Veterans Parking Policy. In adherence to Texas Transportation Code §681.008, Disabled Veterans, Congressional Medal of Honor Recipients, Former Prisoners of War, Pearl Harbor Survivors, and Purple Heart Recipients, whose vehicles display the special license plates issued by the Texas Department of Transportation, are exempt from the payment of fees for any University surface parking permit for which they are otherwise eligible. This privilege applies only to the veteran and not to anyone else driving the vehicle. Garage parking and pay by space parking requires the payment of normal fees due.

E. East and West Campus Designation. Zone 1 ePermits will be divided into East and West Campus designations. ePermit holders will be required to select their preference of designation prior to choosing an Zone 1 campus ePermit. East and West Campus Designations are enforced Monday through Friday between 7:30 a.m. and 5:00 p.m.

1. Zone 1

a. Zone 1 Numbered Reserved Space ePermit

- i. Eligibility. Faculty and Staff members approved by the SHSU President and Vice President for Finance and Operations.
- ii. Price. Refer to Appendix B.
- iii. Permissions.
 1. 24 Hours a Day. This permission allows for parking within the designated Zone 1 numbered parking space. These ePermits allow for occasional parking in all other zones with the exception of handicap spaces and hourly pay spaces. Only one (1) registered vehicle for the numbered space can be parked on campus at any one time.

b. Zone 1 General ePermit

- i. Eligibility. Prioritized by waitlist of Faculty, Staff, and Students.
- ii. Price. Refer to Appendix B.
- iii. Permissions.
 1. 24 Hours a Day. ePermit is valid within general zone 1 spaces, zone 2, or zone 3 spaces, with exception of numbered reserved, hourly pay by plate parking, and ADA spaces.

c. Zone 1 Hourly Pay by Plate Parking

- i. Eligibility. Any party with a registered vehicle and required payment of parking for an hourly pay space.
- ii. Price. Refer to Appendix B.
- iii. Permissions.
 1. 24 Hours a Day. Valid for a marked Zone 1 hourly pay by plate space only.

2. Zone 2 ePermits

a. Zone 2 General ePermit

- i. Eligibility. Prioritized by waitlist of Faculty, Staff, and Students.
- ii. Price. Refer to Appendix B.
- iii. Permissions.
 1. 24 Hours a Day. This permission is valid within zone 2 spaces, or zone 3 spaces, with exception of numbered reserved or ADA spaces.
 2. Between 5:00 p.m. and 7:30 a.m. This permission is valid within zone 1 spaces, zone 2 spaces, or zone 3 spaces, with exception of numbered reserved, or ADA spaces.

3. Zone 3 ePermits

a. Zone 3 General ePermit

- i. Eligibility. Faculty, Staff, and Students
- ii. Price. Refer to Appendix B.
- iii. Permissions.
 1. 24 Hours a Day. This permission is valid within zone 3 near campus with the exception of ADA spaces and reserved spaces.

2. Between 5:00 p.m. and 7:30 a.m. This permission is valid within zone 1, zone 2 and zone 3 areas with the exception of ADA spaces and reserved spaces.

4. Overflow ePermit

b. Overflow ePermit

- iv. Eligibility. Faculty, Staff, and Students.
- v. Price. Refer to Appendix B.
- vi. Permissions.

3. 7:30 a.m. to 5:00 p.m. This permission is valid in the Overflow Lot located on 16th Street accessed from Sycamore Avenue. Vehicles may not enter the Overflow Lot after 5:00 p.m.

4. Between 5:00 p.m. and 7:30 a.m. This ePermit does not have any evening or night privileges to park on campus.

5. Resident Priority ePermits

a. Resident ePermit

- i. Eligibility. Students who reside in SHSU housing. Prioritized by classification of student.
- ii. Price. Refer to Appendix B.
- iii. Permissions.

1. 24 Hours a Day. This permission is valid within the designated resident priority surface lot (North, South, East, or West) or zone 3 surface lot.

2. Between 5:00 p.m. and 7:30 a.m. This permission is valid within zone 1 spaces, zone 2 spaces, or zone 3 spaces, with exception of numbered reserved or ADA spaces.

F. Sam Houston Parking Garage ePermits

1. SHPG Numbered Reserved Space

- a. Eligibility. Prioritized by waitlist of Faculty, Staff and Students.
- b. Price. Refer to Appendix B.
- c. Permissions.

- i. Between 7:30 a.m. and 5:00 p.m, Monday through Friday. This permission only allows for parking within the designated numbered parking space in the SH Parking Garage. Only one (1) registered vehicle for the numbered space can be parked in the garage at any one time.

- ii. Between 5:00 p.m. and 7:30 a.m. and Weekends. This permission allows for parking within the SH Parking Garage, zone 1, zone 2, or zone 3 space with the exception of handicap or zone 3 numbered reserved spaces. Only one (1) registered vehicle for the numbered space can be parked in the garage or surface lot at any one time.

2. SHPG Shared Use ePermit

- a. Eligibility. Pre-approved by contract space holder and P&T Office. Applicant must not have any outstanding fines or charges with P&T and have at least a valid zone 3 ePermit.
- b. Price. Incorporated in numbered reserved space fee.
- c. Permissions.

- i. Between 7:30AM and 5:00PM. This permission only allows for parking within the designated numbered parking space in the SH Parking Garage. Only one (1) registered vehicle for the numbered space can be parked in the garage at any one time.

- ii. Between 5:00 p.m. and 7:30 a.m. This permission only allows for parking within in the SH Parking Garage. Only one (1) registered vehicle for the numbered space can be parked in the garage at any one time. This permit cannot be shared with any other person or vehicle within a surface lot on campus.
 - 3. SHPG Hourly Pay by Plate Parking
 - a. Eligibility. Any party with a registered vehicle and required payment of parking for an hourly pay space. Hourly pay spaces within the SH Parking Garage are NOT marked by any numbered reserved signage. Customers can pay by kiosk, smart phone application, or by phone.
 - b. Price. Refer to Appendix B.
 - c. Permissions.
 - i. 24 Hours a Day. Valid for a marked SHPG hourly pay by plate space only.
- G. Other Permits (SHSU The Woodlands Campus, SHSU University Plaza, Motorcycle, Timed Parking, Official Visitors, Unofficial Visitors, Vendors, Contractors, and Event)**
- 1. SHSU The Woodlands Campus (TWC)
 - a. Eligibility. Any faculty, staff or student assigned for work or enrolled at the TWC.
 - b. Price. Refer to Appendix B.
 - c. Permissions.
 - i. 24 Hours a day. This permission is only valid at TWC and does not validate parking at SHSU Main Campus in Huntsville, TX. This permission may park in any valid space with the exception of spaces marked reserved.
 - 2. SHSU University Plaza
 - a. Eligibility. Any faculty, staff or student assigned for work or enrolled at University Plaza.
 - b. Price. Refer to Appendix B.
 - c. Permissions.
 - i. 24 Hours a day. This permission is only valid at SHSU University Plaza and does not validate parking at SHSU Main Campus in Huntsville, TX. This permission may park in any valid space with the exception of spaces marked reserved.
 - 3. Motorcycle
 - a. Eligibility. Any faculty, staff or student.
 - b. Price. Refer to Appendix B.
 - c. Permissions.
 - i. 24 Hours a Day. Valid only in marked motorcycle spaces or in a valid zone 3 space with exception to reserved spaces and ADA spaces.
 - 4. Timed Parking Spaces
 - a. Eligibility. Any valid SHSU permit holder.
 - b. Price. Refer to Appendix B.
 - c. Permissions. This permission only grants parking for the specified time limit on signage of the space or zone. Parking in a timed space or zone over the specified time will lead to a citation for each violation of the specified time limit.
 - 5. Daily Parking ePermit
 - a. Eligibility. Any faculty, staff, or student.
 - b. Price. Refer to Appendix B.
 - c. Permissions.
 - i. 24 Hours a Day. Any marked Zone 2 or Zone 3 space with the exception of numbered reserved, or ADA spaces without proper registered placard or plate.

6. Official Visitors
 - a. Eligibility. Visitors that are officially invited to campus for university business.
 - b. Price. Refer to Appendix B.
 - c. Permissions.
 - i. 24 Hours a Day. Any marked visitor space, zone 2, zone 3 or hourly, metered, or pay by plate space. Host department or party may provide an ePermit or code to provide complimentary parking.
 - ii. Between 5:00 p.m. and 7:30 a.m. ePermit is valid within zone 1 spaces, zone 2 spaces, or zone 3 spaces, with exception of numbered reserved, or ADA spaces without proper registered placard or plate.
7. Unofficial Visitors
 - a. Eligibility. Visitors that are not officially invited to campus for university business.
 - b. Price. Refer to Appendix B.
 - c. Permissions.
 - i. 24 Hours a Day. Any hourly pay, metered, or pay by plate space. Registration and payment is required. Any other parking arrangements made by a department must be approved by P&T.
8. Vendors, Contractors, Official University Affiliates
 - a. Eligibility. Vendors, Contracts, or Official Affiliates invited to campus for university business.
 - b. Price. Refer to Appendix B.
 - c. Permissions.
 - i. 24 Hours a Day. Any hourly pay, metered, or pay by plate space. Registration and payment is required. Any other parking arrangements made by a department must be approved by P&T.
9. Retired Faculty/Staff
 - a. Eligibility. Visitors that are officially invited to campus for university business.
 - b. Price. Refer to Appendix B.
 - c. Permissions.
 - i. 24 Hours a Day. Any non-visitor hourly pay space zone 2 or zone 3 space.
 - ii. Between 5:00 p.m. and 7:30 a.m. ePermit is valid within zone 1 spaces, zone 2 spaces, or zone 3 spaces, with exception of numbered reserved, or handicap spaces.
10. Event Parking
 - a. Eligibility. Event ePermit holders only. Provided by event host and approved by P&T.
 - b. Price. Refer to Appendix B.
 - c. Permissions. Based on the specific time requirements of the event. This information will be available with the issued event ePermit and host information.

31.1.6 Enforcement, Sanctions, and Appeals Process

- A. **Citations.** University citations are issued for offenses listed in Section VIII: Driving and Parking Offenses. Every person receiving a university citation must remit the amount of the fine to P&T. Citations can be issued subsequent to violation when the violator vehicle information, date, time, location of violation can be verified based upon complete and accurate information. If a person desires to appeal a university citation, they may do so within 10 calendar days after issuance of the citation. Citation Notifications are sent via e-mail to the official SHSU e-mail address for all faculty, staff, and students.
 1. **Payment of Citation Fees.** Citation fee payments may be accepted:
 - a. Online via MySam or <https://mysam.shsu.edu> (university affiliates with a valid Sam ID and password)
 - b. Online at <https://shsu.nupark.com/portal>

- c. Via US Mail to: SHSU Parking and Transportation; Box 2329; Huntsville, TX 77341
 - d. Via campus mail to: Parking and Transportation, Box 2329
 - e. At the Office of Parking and Transportation located in the Charles W. Tackett Police Building within the Sam South Complex, 2424 Sam Houston Avenue, Huntsville, Texas during business hours (Monday through Friday, 7:30 a.m. – 4:30 p.m.)
2. **Failure to Pay Citation Fees.** Failure to pay citations within 10 calendar days of the date of the citation may result in one or more of the following:
- a. Late fees. Initial failure to resolve a citation within the first 10 calendar days of issuance shall result in the addition of a \$5 late fee. Failure to resolve a citation within 45 calendar days of issuance shall result in the addition of a \$20 late fee.
 - b. Students may be barred from registration, re-admission, and have grades, degree, refunds, or official transcripts withheld pending payment of overdue charges.
 - c. Upon notice, violators may be subject to the impoundment of their vehicle(s) pending payment of overdue charges.
 - d. When unpaid charges are recorded, the P&T office shall notify the registered ePermit holder, university affiliate of the ePermit holder, or owner/operator of said vehicle by US Mail to the registered owner's address and/or registered e-mail address. 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.
3. **Repeated Offenses.** If any vehicle is cited for three or more violations of these regulations that are not paid or discharged through the appeals process in a timely manner, 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 and the owner has been properly notified using tow/boot notice on the vehicle and e-mail via registered contact information, 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 Associate Director of Parking and Transportation Services may cancel any parking permit issued to such vehicle without refund of any portion of the fee 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.
- B. 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 three (3) or more outstanding citations, or have any outstanding citation over 45 calendar days past due, 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.
1. Immobilization/Booting.
 - a. 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.
 - b. The Associate Director of P&T may refuse to authorize release of the vehicle to the owner or custodian until the boot fee and all outstanding citations have been paid.
 - c. Upon payment, only P&T staff may remove wheel boots.
 - d. 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.
 - e. If the operator of the vehicle to be booted arrives before the boot is attached, the operator will be advised to proceed to a Parking and Transportation Services 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.

- f. Unauthorized boot removal or tampering/attempted removal of the boot will result in an additional citation plus the cost of damages (if applicable).
- g. **University Police Officers or parking enforcement cannot accept cash, check, or credit card payments to remove boots in the field.**

2. Impound/Relocation/Towing.

- a. In addition to any charge that may be levied by the University for an Offense resulting 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.
- b. If the owner or driver of the vehicle appears on the scene before the tow truck, the vehicle will not be impounded.
- c. 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 a Parking and Transportation Services office to settle all outstanding fines and fees. The tow hook will be considered attached when the vehicle has been hooked completely to the tow truck.
- d. 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.
- e. When a vehicle is towed, P&T and SHSUPD shall be notified. This notification shall include the name and the phone number of the towing contractor. DPSS may refuse to authorize release of the vehicle to the owner or custodian until the cost of boot removal, storage fees, and all other outstanding fines/fees have been paid.
- f. A 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 or university storage facility. 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 SHSU towing vendor. All towing, booting, and storage fees are subject to change.
- g. Bicycle owners with registered permits will be notified when bicycles have been impounded. Bicycles unclaimed 90 calendar days after the original date of impoundment shall be considered abandoned by the owner and shall be deemed university property for disposal purposes.

C. 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.

- 1. If a person whose privilege of driving or parking on campus has been suspended receives a university citation by reason of having a vehicle on campus during the period of their suspension, the period of suspension may be extended.
- 2. Suspensions may be appealed within 10 calendar days on the grounds that the imposition of such suspension is improper or will create serious and substantial hardship. No appeal shall be considered if there are any unpaid citations outstanding at the time such appeal is filed, unless special arrangements are made with the P&T Office.
- 3. A person receiving notice that their privilege of driving or parking on the campus has been suspended shall lose all parking privileges without opportunity of a refund.
- 4. Failure to abide by these regulations may be the basis for disciplinary action for students and employees.

D. Appeal of University Citations.

1. General. The university appeal process allows the individual to demonstrate the citation is invalid. The person requesting the appeal will assume the burden of showing why the appropriate enforcement action should not take place. The first level of an appeal is the appeals officer within P&T. The appeals officer shall review all timely filed appeals within 15 working days, or 30 working days during major special events. The violations "Parked in Handicap", "Parked in Fire Zone/Red Zone" and "No Permit" violations are not eligible for appeal unless there is clear evidence that the person had the proper, active permission or documentation available that would nullify the violation as an error of fact.
 - a. Any person cited for violation of any portion of the P&T regulations 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 shall result in a forfeiture of all appeal privileges.
 - b. 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 P&T office and shall detail the reason(s) such a request is being made.
 - c. The basis for determining the outcome of a parking citation appeal is whether, or not, a parking violation took place. Invalid reasons for dismissing a citation include:
 - i. "I never received a ticket."
 - ii. "I was only parked there for a few minutes"
 - iii. "I didn't realize I couldn't park there"
 - iv. "I didn't know I had to pay to park"
 - v. "I'm not familiar with where I should park"
 - vi. "There were no signs or paint markings stating I couldn't park there"
 - vii. "Other cars were parked there without being ticketed"
 - viii. "I parked there before without receiving a citation"
 - ix. "I was not parked long and my vehicle flashers were on"
 - x. "I can't afford to pay this citation"
 - xi. "A non-DPSS employee said that I could park there"
 - d. Submitting an appeal to the appeals officer does not stay or prevent requirements of making payment for the towing, booting, and/or storage fees for removal of the impounded or immobilized vehicle or bicycle.
2. **Appeal Hearing.**
 - a. Online Appeals. Appeals may be sent 24 hours per day through a registered parking account at <https://shsu.nupark.com/portal>.
 - b. Written Appeals.
 - i. Via U.S. Mail. SHSU Parking and Transportation Services Office, Box 2329, Huntsville, TX 77341.
 - ii. In person by visiting our office during business hours with a completed appeal form.
 - c. 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. SAM ID (if applicable)
 - 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 or receipt of hourly parking transaction (if applicable)
 - x. Reason for appeal
3. **Appeal Panel.** The second level of appeal is with the university's Parking and Transportation Appeal Panel. This panel has been established to review appeals that have been denied or reduced by the appeals officer. The panel consists of representatives from the faculty, staff, and student bodies.
- a. The appellant may make a written appeal to the appeals panel within five (5) calendar days of the date of the appeals officer's decision. Written requests shall include all information required in the initial appeal plus any additional information the appellant wishes to include.
 - b. For a second level of appeal to be considered the citation must be paid in full. Such payment serves as a "bond" until the appeals panel renders a final decision.
 - c. The appeals panel shall set forth the grounds on which the appealing party believes the decision was improper or inequitable.
 - d. The panel may review an appeal online, in a written format, or in person with the appellant by appointment determined by the availability of the appeals panel. 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 disposition of the "bond" will depend on the decision of the panel.
 - e. When the P&T office is advised in writing of the decision rendered by the panel, the bond will be released and the proceeds will then either be refunded to the appealing party or used to pay all outstanding fees.

31.1.7 Bicycle Registration and Regulations

- A. General.** All state and local laws pertaining to bicycles will be enforced on campus. This enforcement includes traffic and parking regulations. Measures to enforce these regulations may include warning notification, citations and/or impoundment of a bicycle.
- B. University-specific regulations.**
- 1. Campus speed limit is 10 mph.
 - 2. Bikes may not ride on sidewalks, disabled ramps, in mall areas or in parking garages.
 - 3. Bikes must yield to pedestrians.
 - 4. Bikes must keep to the right of the roadway and obey all traffic control devices.
 - 5. All bicycles parking on campus must be registered with The Parking and Transportation Office of The Department of Public Safety Services.
 - 6. Bicycles secured to anything other than a bicycle rack are considered improperly parked.
 - 7. Any bicycle considered abandoned, lost, stolen, or improperly parked or stored may be impounded at the owner's expense (see Section VI, Citation and Fines).
 - 8. The university is not responsible for any incidental damages that may occur to bicycles or locks during the impoundment process
 - 9. Faculty, staff, and students of the university are required to register their bicycle. Registration may be completed online or in person at the Parking and Transportation office. Unregistered bicycles or bicycles that are found to be abandoned, reported lost, stolen or parked in an area other than a bike rack are subject to impoundment. Bicycle lock removal service is available to owners of SHSU registered bicycles. A fee will be charged for the removal of each lock, and bicycle owners are required to complete an impound release form to obtain their bicycle.

31.1.8 Event Parking at SHSU

A. General.

1. Special event parking. The Associate Director of P&T may cause certain lots, spaces, areas, or garages to be reserved for those attending a special event or specifically authorized persons.
2. Special events coordination is required for any special event requiring reservation of parking spaces and surface lots or when buses or more than twenty vehicles are anticipated to park on campus.
3. P&T may issue special permits or require electronic registration of vehicles parked for an event on campus.
4. Prices for event parking will vary depending on the type, location, and time of day of the event. Event parking locations are determined on a case by case basis at the discretion of P&T. The Sam Houston Parking Garage is the preferred, primary location for event parking.
5. Events that expect or require event parking regarding the use of a vehicle with more than 15 occupants for transportation of their guests will be required to meet with Parking and Transportation regarding a transportation route plan, identification of drop off/pick up points, and storage of vehicles at a remote location when not in use.
6. Event signage outlining all parking restrictions and reserved parking areas will be put into place in advance of any university-sponsored event. The Associate Director of P&T is authorized to remove and/or have cited, vehicles parked in reserved spaces before athletic or university-sponsored events. On the day of an event, a list of all vehicles removed and/or relocated will be forwarded to SHSUPD.
7. Event Parking Prices are available in Appendix C of this document.
8. Parking and Transportation will provide an invoice of all charges to the event host and payment will be expected within a term of 30 days. If the host is a department of SHSU, payment may be processed using the University's Interdepartmental Order Form. Hosts that are not a department of SHSU may pay via check or accepted credit card payment.
9. The Associate Director of P&T may take one or more of the following steps to inform permit holders of special event parking policies:
 - a. Information mailed or e-mailed to all permit holders with assigned lots or garages affected by special event parking;
 - b. Event parking signs posted at the entrances to lots reserved for special events by P&T;
 - c. Information posted on the P&T Web site.

31.1.9 Appendix

Appendix A: Table of Violations, Fine Amounts and Related Charges

General Violations - Citation issued and fine incurred*

Violation Description	Fine Amount				
	1st	2nd	3rd	4th	5th
Parked in Unauthorized Zone	\$ 30	\$ 35	\$ 40	\$ 45	\$50
Parked on campus without a valid ePermit/Permission*	\$ 40 per violation				
Parked with a Shared ePermit	\$40 per violation				
Parked in a marked Reserved Space or disregard Reserved area with barricade, traffic cone, or signage*	\$ 75 per violation				
Improper Manner of Parking: backing in/pulling forward into angled space, parked facing traffic or parked 18 inches or more from the curb	\$ 20 per violation				
Valid ePermit, but vehicle information not up to date with DPSS	\$ 10 per violation				
Parked Without Proof of Payment or Over Time	\$ 20 per violation				
*Vehicle Removal and Impoundment is at the discretion of Public Safety Services					

Flagrant Violations - Citation issued, Fine Incurred and/or vehicle impoundment*

Violation Description	Fine Amount				
	1st	2nd	3rd	4th	5th
Parked On or Across Marker Lines of a Valid Space*	\$ 30	\$ 35	\$ 40	\$ 45	\$50
Parked in No Parking Zone, Yellow Zone*	\$ 30	\$ 35	\$ 40	\$ 45	\$50
Parked in an undesignated parking area*	\$50 per violation				
Standing or Parked in a Fire Zone, Red Zone*	\$ 100 per violation				
Standing or Parked in a Handicap Zone or blocking access to an ADA space, ramp, curb cut or pathway *	\$ 150 per violation				
Possession of, Attempted Use of, or Use of an Altered or False Decal or License Plate*	\$ 100 per violation				
Bicycle Impoundment Fee (abandoned, reported lost/stolen, failure to register vehicle, parking where prohibited)	\$ 30 per violation				

Removal of Lock Fee for Unregistered Bicycle (with or without owner consent)	\$ 10 per violation
Three or More Outstanding Citations	Impoundment and/or Parking Privileges Revoked
Fee for Failure to Pay or Appeal Citation within 10 calendar day period	\$ 5
Fee for Failure to Pay Citation within 45 calendar day period	\$ 20
*Vehicle/Bicycle Removal and Impoundment is at the discretion of Public Safety Services	

Appendix B: Table of Permits, Permissions, and Fees to Park

Annual ePermit Pricing

Zone/Permission Type	Annual Price
Z1 Reserved Number Space	\$ 486
Z1 General	\$ 216
ADA Mobility	\$ 180
Resident	\$ 180
Z2	\$ 180
Z3	\$ 75
Motorcycle	\$ 100
Retiree	\$ 50
Overflow	\$ 50
SHSU-The Woodlands Campus	No Charge
SHSU-University Plaza	No Charge

Appendix C: Table of Event Parking and Services Fees

Special Event Guest Pricing

Type of Parking	Maximum Daily Rate
Surface Lot	\$ 5
Garage Space	\$ 8.25

Special Event Host Pricing

Item	Non-Designated Space (per day)	Reserved Space (less than 20 spaces) (per day)	Maximum Total (entire lot or facility) Peak Time (7:30 a.m. to 5:00 p.m.) (per day)	Maximum Total (entire lot or facility) Non-Peak Time (5:00 p.m. to 7:30 a.m.) (per day)
Surface Lot Space	\$ 3	\$ 5	\$ 500	\$ 250
SH Parking Garage	\$ 4	\$ 5	\$ 1250	\$ 600

Item	Hourly Rate	Maximum Total
Parking Attendant*	\$ 10.50	\$ 65
* Parking Attendant Maximum Total includes monitoring of entry/exits of a surface lot or structure upon first 3 hours of an event. After that time, normal parking operations will resume in that area. If further monitoring is requested for the event, the hourly rate for a parking attendant will be used for billing purposes.		