

Parking and Traffic Regulations

Original Implementation: September 1, 1961

Last Revision: April 25, 2017

SECTION I: GENERAL PROVISIONS

1. **General:** Pursuant to the authority granted by the Texas Education Code and as approved by the Board of Regents of Stephen F. Austin State University (SFA), these *Parking and Traffic Regulations* are promulgated to regulate and control parking and traffic and the use of parking facilities, to provide for the issuance of parking permits, and to provide for jurisdiction over offenses. These rules and regulations are supplementary to applicable ordinances of the city of Nacogdoches and the statutes of the state of Texas that govern pedestrians and the use of motor vehicles and bicycles.
 - A. The operation of a motor vehicle or bicycle on university property is a **PRIVILEGE** granted by the university and is not an inherent right of any faculty/staff member, student or visitor. All faculty, staff, students and visitors who park on university property must have a university parking permit or park in a short-term paid parking space. 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 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. 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.
 - C. Each person operating a motor vehicle on university property is responsible for obeying all university parking and traffic regulations as well as all city and state parking and traffic regulations. All vehicles operated on the university property must display a valid parking permit 24 hours a day, 365 days a year.
 - D. These regulations are in effect at all times on university property.
2. **Administration and Enforcement of these Regulations:**
 - A. **Parking and Traffic:** The Parking and Traffic (P&T) division of the SFA Department of Public Safety (DPS) is authorized to enforce these regulations and is responsible for the administrative functions relating to parking permits; establishing procedures and requirements for the issuance of parking permits; the collection of enforcement fees for

parking and traffic violations; establishing requirements for the submission of appeals; the processing of appeals from parking and traffic citations; and for management of parking lots and garages. P&T supervises parking enforcement assistants who issue parking citations and provide other services such as lock-out and jump starts.

- B. The Stephen F. Austin State University Police Department (UPD):** The University Police division of DPS is also authorized to enforce these regulations at any time or under any circumstances deemed necessary. UPD officers may issue university citations or court appearance citations enforceable in justice of the peace or municipal court.

The Board of Regents of Stephen F. Austin State University is authorized to employ campus police personnel. Such officers are commissioned as Texas peace officers and are vested with all powers, privileges and immunities of peace officers in the performance of their duties. As Texas peace officers, Stephen F. Austin State University police officers have county-wide jurisdiction in all counties in which the university owns property.

All persons on university property are required to identify themselves to such officers when requested. Failure to produce identification upon request of an officer may result in arrest and appearance before a magistrate.

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 Stephen F. Austin State University and to eject any unauthorized persons from said property upon their refusal to leave peaceably upon request.

The university police are authorized to enforce the Texas Motor Vehicle Code, the Texas Penal Code, and applicable ordinances of the city of Nacogdoches, the parking and traffic regulations of the university, and all other laws.

All accidents, thefts and other offenses that occur on university property or anywhere within the campus area should be reported to the university police immediately. Accident reports should be made prior to moving vehicles. One-vehicle accidents should also be reported. Vehicles should always remain locked.

- C. Appeals:** Any person receiving a citation may appeal. Appeals must be submitted in writing and must be received within ten (10) days of the date the citation was issued. Appeal forms are available at the Parking & Traffic office during regular business hours and on-line at <http://www.sfasu.edu/parking>. Boots and impoundments may be appealed in this same manner.

The director of Parking & Traffic, or designee, serves as the appeal officer and will review the appeal and any information/evidence relative to its application. The appeal officer will render one of the following decisions:

Warning means the appeal was granted and the fine was waived.

Voided means the ticket issued was not valid.

Denied means that the ticket has been upheld and the fine must be paid.

The appellant will be notified of the decision via their SFA email account. Should the appellant disagree with the decision of the appeal officer, they may make a final appeal to the appropriate hearing board.

Appeal Board Hearing:

To appeal to a hearing board, the appellant must submit their appeal in writing to the Parking & Traffic office within ten (10) days of the appeal officer's decision. P&T will notify the appellant of the date and time of their hearing via email to the appellant's SFA email address.

Student citation appeals are considered by the Student Government Association Supreme Court, which will for the purposes of this policy be referred to as the Student Appeals Board. Faculty/Staff citation appeals are considered by the Faculty/Staff Appeals Board.

While an appeal must be submitted in writing, an appellant may choose to present their appeal to the Board in person as well. It is the responsibility of the appellant wishing to appear in person to obtain the date and time of the appropriate Appeal Board meeting. The meeting dates for both of these boards are posted in the P&T office.

The board will review the appeal and render one of the following decisions:

Excused means the ticket and its resulting fine are excused.

Upheld means that the decision of the appeals officer was upheld and any resulting fine must be paid.

All decisions of these boards are final.

Appellant's Rights

Appellants shall have the right:

1. to be present at the hearing
2. to be accompanied by an advisor of the appellant's choice and to consult with such advisor during the hearing (the advisor may only advise the appellant and may not actively participate in the hearing);
3. to know the identity of the traffic officer or police officer who issued the citation;
4. to hear or examine evidence presented;
5. to make any statement of mitigation or explanation;
6. to have and cross-examine witnesses;
7. to be informed of the disposition of the appeal
8. to inspect and copy the record of the hearing at his/her cost.

Rules of Procedure

1. The board may hear appeals for citations for which an application to appeal has been filed in accordance with these rules.
2. Each citation shall be appealed separately; except in the instance of consecutive citations for the same violation.
3. Each appeal shall be heard and decided on its own merit.
4. The board may examine, cross-examine, call, recall, and dismiss any witness.
5. The board may limit the number of witnesses whose testimony will be repetitious and establish time limits for testimony so long as all viewpoints are given a reasonable opportunity to be expressed.
6. The board shall maintain an adequate record of each hearing. Summary notes shall be deemed an adequate record for this purpose.
7. The executive director of public safety, or designee, may represent the university in any hearing.
8. The board may enter into closed session for deliberation at the conclusion of the presentation of evidence.
9. The board's judgment must be rendered at the conclusion of deliberation.
10. A board member must excuse himself/herself from any appeal in which he/she is involved, or in which a member of his/her family is involved.

Findings and Sanctions

The board shall decide only whether or not the defendant is guilty/responsible of the offense as charged in the citation.

The citation charges for each offense are established by the Board of Regents and may not be reduced or eliminated by the Appeals Board if the individual is found guilty/responsible of the parking offense.

Failure to appear at a hearing as requested by appellant shall result in a forfeiture of the personal appearance and the board's decision will be based on the written appeal.

3. **Authority:** P&T and UPD are authorized to enforce these regulations:
 - A. Through the issuance of university citations and collection of enforcement fees, including the periodic billing of unpaid citations and the referral of individual cases pertaining to unpaid campus citations to a collection agency;
 - B. Through the impoundment of vehicles interfering with the movement of vehicular, bicycle, or pedestrian traffic, blocking a sidewalk or space for those with disabilities, loading dock, ramp, cross-walk, entrance, exit, fire lane, or aisle;
 - C. Through the impoundment or immobilization of vehicles for unpaid enforcement fees or display of a lost, altered, stolen or unauthorized parking permit;
 - D. By the suspension, revocation or denial of campus parking and driving privileges, parking permit and garage access privileges to those who have flagrantly violated these regulations;
 - E. By requiring either the vehicle owner or operator or the person who purchased the permit to appear in court for certain moving violations or at a university hearing for non-payment of outstanding charges or other violations of these regulations;
 - F. By barring re-admission and by withholding grades, degree, refunds and official transcript of any student for non-payment of outstanding charges in accordance with university standards;
 - G. By disciplinary action against employees or students who fail to abide by these regulations;
 - H. By such other methods as are commonly employed by city governments or state agencies in control of traffic regulation enforcement.
 - I. Violation of the university parking & traffic regulation is a misdemeanor punishable by a fine of up to \$200.

4. **Proof:** The issuance of a citation reflecting the existence of any parking or traffic control device, sign, short-term spaces, signal or marking at any location on university property shall constitute prima facie evidence that the same was in existence and was official and installed under the authority of applicable law and these regulations. When any person is charged with having stopped, parked and left standing a motor vehicle on the campus, in violation of any provision of these *Parking and Traffic Regulations*, proof that said vehicle was, at the date of the offense, bearing a valid university parking permit shall constitute prima facie evidence that said vehicle was then and there stopped, parked, and left standing by the holder of the parking permit. If the vehicle does not bear a valid university parking permit, proof that the vehicle at the date of the offense alleged was owned by an individual is prima facie proof that said vehicle was then and there stopped, parked and left standing by the individual.
5. **Responsibility:**
 - A. The person to whom a university parking permit is issued is responsible for any citation issued with respect to a car displaying that permit or a vehicle registered through P&T by that person.
 - B. If the vehicle does not display a valid university parking permit and is not registered through P&T to any university permit holder, 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.
6. **Collection Methods:** The university may arrange for collection of debts due to the university pursuant to these regulations in the following manner and as specified elsewhere in these regulations:
 - A. Permit payments may be deducted from employee payroll checks with the employee's permission. Deductions for all permit purchases will continue until the full price of the permit is paid or until the permit is returned. Employees are responsible for monitoring their paychecks to ensure that proper deductions are being made for their SFA parking permit.
 - B. A financial hold may be placed against students for past due debts.
 - C. Any charge not paid when due may be forwarded to a collection agency or an attorney for collection. 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.

SECTION II: DEFINITIONS

COMMUTER: SFA students without a SFA housing assignment.

COMPACT CAR: Any vehicle that is less than 181 inches long (15 feet), and less than 60 inches (5 feet) tall.

CENTRAL CAMPUS: Central Campus is an area between the following border streets: northern border: East College; southern border: East Starr; western border: North Street (Business 59); eastern border: Wilson Drive.

DISABLED VEHICLE: Any vehicle that has mechanical failure that prevents it from being operated at all or impedes the vehicle's operation for a period of more than three (3) weeks.

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.

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.

DPS: Stephen F. Austin State University Department of Public Safety, which includes the University Police Department, Office of Parking and Traffic; Public Safety Technology Department, and Emergency Management.

FACULTY/STAFF: Any person employed by the university, regardless of whether the person is employed with or without salary, including casual employees.

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 10 or more citations within one academic year; or any violations that substantially impact the daily operations of the university or the health and safety of others.

IMMOBILIZATION: Impoundment of a vehicle in place until certain conditions are met for its release.

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

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.

P&T: Stephen F. Austin State University Office of Parking & Traffic.

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 SFA; provides guidance and directions to visitors; assists with special-event parking; provides special services such as escort, vehicle unlocks and jump starts; and immobilizes vehicles in accordance with these regulations.

PARKING PERMIT: Permit issued by P&T that authorizes parking on university property.

PARKING SPACE: An area designated for vehicle parking by pavement or curb markings or signs. Any area not so marked is not a valid parking space.

PERMIT REQUIREMENTS: a permit is required at all times on campus, with the exception of university sponsored or hosted events and/or activities coordinated through Parking and Traffic and official university holidays.

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

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

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

SFA: Stephen F. Austin State University

SHORT TERM PARKING SPACE: Any parking space for which the payment of an hourly rate is required.

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, special students, part-time students, auditing individuals, teaching assistant students, graduate and research assistants).

UNAUTHORIZED PARKING PERMIT: Use of a permit for which the individual is no longer eligible or use of a permit that was purchased/issued to another individual.

UNIVERSITY: Stephen F. Austin State University

UNIVERSITY PROPERTY: includes all properties under the control and jurisdiction of the Board of Regents of Stephen F. Austin State University.

UPD: Stephen F. Austin State University Police Department

VEHICLE: Includes, but is not limited to, automobiles, buses, trucks, trailers, motorcycles, motor scooters, motorbikes, mopeds, bicycles, golf carts, club cars and tractors.

VENDOR: An individual or company not affiliated with the university that provides goods or services to the university.

VISITOR: Any person who is not a faculty, staff or student member or official visitor of the university or otherwise eligible for an SFA parking permit.

SECTION III: TRAFFIC REGULATIONS

1. **Compliance:** 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 UPD. 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 permit, 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.

2. **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.

3. **Temporary Restrictions:** The director of P&T or executive 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 Nacogdoches, 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.
4. **Speed Limits:** 20 mph on campus roads, 10 mph in parking lots and service drives and 5 mph in parking garages is the maximum speed limit, at all times, unless otherwise posted.
5. **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.
6. **Vehicles in Buildings:** With the exception of wheelchairs, ADA scooters or other devices specifically authorized by the director of P&T or executive 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.
7. **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 DPS.
8. **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.
9. **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.
10. **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 service vehicles, residence hall directors, ADA, or as loading zones. This also includes spaces marked for DPS business, compact cars only, police vehicles only, expectant mothers and visitors.

Parking areas are generally reserved for the type of permit holder indicated by signs from 6 a.m. to 4 p.m., Monday through Friday, except as otherwise indicated. Parking lots 8W (north of McKibben Education Building), 15 (HPE Complex) and 55 (Social Work Building) are reserved Monday through Friday until 8 p.m.

- A. A portion of Lot 47 (Commuter Lot), as identified by metal signs, is reserved for band practice on Monday, Tuesday, Wednesday and Thursday beginning at 3:30 p.m. Vehicles will be towed or relocated, at owner's expense, from this area during this designated time.
 - B. Some lots may be reserved for tailgating events before, during and after each home football game. These reserved areas will be identified by signage placed out the day before the game designating the time the area must be clear of vehicles. Vehicles inside this area after the specified time may be towed at the owner's expense.
 - C. Pecan Park (Lot 54): A portion of the spaces facing the pavilion are reserved for non- SFA park patrons ONLY.
11. **Motorcycle Spaces:** Parking spaces have been designated for motorcycles by curb markings. 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.
 12. **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.
 13. **Parking Designations:** Parking areas are designated by signs and/or color coding on a map obtained online at the P&T website at <http://www.sfasu.edu/parking/>. These signs and maps indicate the type of permit holder for which the area is reserved. Parking along Aikman Drive is reserved for All Area permit holders assigned to that lot.

Certain parking spaces have been designated as 20-minute parking spaces. These spaces are so designated to provide short-term parking for business access to the Stephen F. Austin State University Post Office, student center offices and other designated areas.

Parking more than 20 minutes is prohibited. Citations may be issued for each 21-minute segment of parking overtime. Parking in the 20-minute spaces does not require an SFA parking permit.

SECTION IV: PARKING REGULATIONS

1. **General:** A vehicle operator shall park only in a parking space as authorized by the parking permit displayed or as otherwise specifically authorized by P&T or UPD. 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 permits. The various classes of parking permits and their eligibility requirements, privileges,

and limitations are described in detail in this regulation. Parking in a garage requires either the appropriate SFA permit, or in the case of the Student Center Garage, payment by the hour.

- A. A permit must be obtained for each academic year or portion thereof. Permits for the current academic year may be obtained at any time during the academic year. Persons may complete an online permit application for the next academic year beginning April 1 and the permits will be mailed to the address provided by applicant on the first business day in August. All permits purchased after August 1 can be picked up at the P&T office.
 - B. A permit must be displayed on the vehicle no later than the first business day that the vehicle is brought on campus.
 - C. Only the permit for the current academic year should be displayed.
 - D. Vehicles owned by students cannot normally be registered in the name of a faculty or staff member, unless approved by the executive director of public safety/chief of police or the director of P&T or their designee.
 - E. Anyone whose SFA status changes must update their permit to reflect that change no later than the first university business day after the change takes place. If the permit number of a returned permit is legible, then the replacement permit will be issued for \$15. Otherwise, the regular fee will be charged.
 - F. A vehicle should not be sold with the parking permit still displayed.
 - G. Damaged parking permits should be replaced immediately through the Parking & Traffic office.
2. **Use of Parking Permits:** no person shall lend, sell or otherwise allow another person to use their permit, except as specifically authorized by these regulations. Misuse of a permit may result in confiscation of the permit without refund and a restriction on issuing permits for at least one year. Persons found displaying said permit in violation of this section will be subject to the appropriate fine, booting, and/or towing of their vehicle(s).
3. **Permit Requirements:** a permit is required at all times on campus, except if parked in the Student Center Garage or the short-term paid spaces in Lot 21 or as otherwise specified in this policy. Vehicles are eligible to park only as authorized by the class of permit issued. (Section V.2, Permits, "Classes of Permits and Eligibility," sets forth the classes of permits and eligibility requirements).

All faculty, staff, students (full or part-time) or employees of private contractors or other government agencies assigned to Stephen F. Austin State University, who operate a vehicle on university property, regularly or occasionally, are required to obtain a parking permit.

4. **Manner of Parking:** No person shall:
 - A. Park without a current parking permit or payment of the designated short-term parking, except as specifically authorized by the director of P&T or the executive 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.
 - C. Park a vehicle with the left wheels to the curb unless parked on a one-way street.
 - D. Double park a vehicle.
 - E. Park a vehicle in a manner that obstructs “disabled” parking spaces, walkways, driveways, ramps, loading docks, or marked crosswalks.
 - F. Park any vehicle on a sidewalk, walkway, patio, plaza, grass, shrubbery or any unmarked or unimproved ground area.
 - G. Park a vehicle or permit a vehicle to stand in or block access to any area designated as a fire lane or 15 feet in either direction of a fire hydrant. Fire lanes are designated by posted signs and/or yellow or red painted curbs. Any emergency authorization for use of fire lanes must be obtained through DPS.
 - H. Park a vehicle in a no parking zone
 - I. Park a vehicle in an area designated as a bus stop.
 - J. Park in a space with a barricade or remove a barricade, except as specifically authorized by P&T or DPS.
 - K. Park a trailer, recreational vehicle or mobile home on university property unless specifically coordinated and approved by P&T.
 - L. Park or store a bicycle except at designated bicycle parking areas.
5. **Loading Zones:** Loading zones/docks are intended for the delivery of bulky items that cannot be carried long distances. The operator of a vehicle making deliveries must be actively loading or unloading the vehicle with the flashers engaged, and may not be parked in the loading zone for longer than 15 minutes. When loading/unloading is completed, the vehicle must be relocated to the assigned lot. If the loading/unloading activity will take longer than 15 minutes, contact P&T for assistance.
6. **ADA Parking:** No person shall park a vehicle in an ADA space without a university permit and appropriate state disabled placard or license plate. ADA parking is provided in all parking

lots on campus. These spaces are reserved 24 hours a day, seven (7) days a week for the holders of state ADA parking placards or license plates. A current SFA permit is also required. Only the person to whom the ADA plate or placard is issued may use the permit for such parking.

- A. ADA permits and temporary handicapped permits are issued by the county tax assessor collector of any Texas county.
 - B. Only vehicles displaying an ADA permit or temporary handicapped permit or license plate may park in “Reserved for Handicapped” parking spaces or any other area designed for disabled persons such as an access ramp or curb cut. These vehicles must also display a valid Stephen F. Austin State University parking permit. The person for whom the ADA permit has been issued must be with the vehicle at the time it is parked.
 - C. A vehicle displaying a valid SFA parking permit and a valid ADA permit or license plate may park in any non-reserved parking space on campus or on Aikman Drive in Lot 7. Reserved parking spaces are reserved 24 hours a day/ seven (7) days a week for service vehicles, residence hall directors, visitors, and loading zones.
 - D. Faculty/staff members who have a valid ADA placard or license plate issued by the state of Texas may purchase a commuter permit in lieu of a faculty/staff permit.
7. **Expectant Mother, Temporarily Sick or Injured Permit:** A temporary permit or expectant mother permit may be obtained by a person who holds a current parking permit allowing them to park in specifically designated areas; areas designated will be based upon resources available and needs of the applicant.
- A. **Temporarily Sick or Injured Permit:** Valid for up to one week allows parking in designated lots and must display dashboard permit. Application for this permit must be accompanied by a doctor’s statement. This permit may only be issued one time per semester. Those needing more than one week of time should obtain a state issued temporary ADA placard. Information is available at the parking and traffic website.
 - B. **Expectant Mother Permit:** Valid during the third trimester or when designated as high risk circumstances, this permit allows parking in spaces specifically designated by Parking and Traffic. Application for this permit must be accompanied by a doctor’s statement indicating the need for closer parking and/or in the third trimester of pregnancy.
8. **Visitor Parking:** Official visitors, not otherwise eligible for a university parking permit, may be offered visitor permits, not to exceed three days without the specific permission of the director of P&T. Visitor parking is set aside for special interest areas of the university. These spaces may not be utilized by university personnel, students or employees of private contractors assigned to Stephen F. Austin State University. These spaces are reserved for bona fide visitors to the university. Visitors should obtain a visitor parking permit from Parking &

Traffic office or the Information Booth on Vista Drive during normal business hours. Visitor permits can be obtained at the University Police Department after 5 pm and on weekends. Visitors are required to show a valid driver's license to obtain a visitor permit.

9. **Emergency Vehicle Parking:** Emergency vehicles are exempt from the provisions of these regulations when being operated in response to an emergency situation.
10. **Abandoned Vehicles:** The university may deem a vehicle parked on university property for more than 48 hours without a valid permit to be abandoned and may remove such vehicle as provided in Ch. 683 of the Texas Transportation Code.
11. **Disabled Vehicles:** If a vehicle becomes temporarily disabled and cannot be parked in its assigned area, it must immediately be reported to the Department of Public Safety. The fact that the vehicle is temporarily disabled will be recorded, and an officer will either render assistance or authorize temporary parking. Temporary parking will only be authorized for 24 hours or less. If parking for a longer period is necessary, authorization must be renewed at 24-hour intervals and such authorization shall not exceed three (3) days. Temporary parking will not be authorized in areas that are not parking spaces (tow-away or no-parking zones, etc.) or in disabled parking. A permit may not be purchased for display on a disabled vehicle. For these purposes, a disabled vehicle is a vehicle that has been disabled for more than three weeks.
12. **Short-term Pay Parking (Student Center Parking Garage and designated spaces in Lot 21):** Short-term pay parking is available in these locations for parking without a permit and paying the hourly rate.
13. **Student Center Parking Garage Fees:** The use of the Student Center Parking Garage is deemed Pay-Per-Use 24 hours a day, 7 days a week. Persons parking in the Student Center Parking Garage must enter the garage by pulling a ticket or use a garage permit. The forms of payment accepted by the equipment will be posted at the entrances to the garage. Permit and hourly rates may be found on the Parking Fees Table located in Appendix A.
14. **Special Events:** Any university department hosting an event on campus may request event parking. Some of the available resources include:
 1. **Student Center Parking Garage:** The individual department is responsible for notifying P&T within 48 hours of the event with the number of permits/passes needed for the event. Passes for the Student Center Parking Garage will not be issued without a minimum of 48-hour notice. This is to allow for the parking arrangements to be made to accommodate the visitors to campus. The fee for a department to utilize the parking garage for an event is \$8 per day for up to 9 passes, \$6 per day if 10 or more are purchased or \$3 per day if 30 or more are purchased. The amount will be charged to the requesting department via

Inter-Departmental Transfers (IDTs).

15. Camps: Camps hosted on university property are required to purchase parking through the coordinator of university reservations and conferences. These passes will be provided, based upon minimizing impact upon normal university operations, for a specific lot and can be commuter, resident, or faculty/staff spaces at a cost of \$3 per day. Permits must be ordered with a minimum of 48-hour notice.

SECTION V: PARKING PERMITS

1. **Issuance of Permits:** The director of P&T may issue a parking permit to any person or company desiring to park on university property, upon payment of the appropriate fee. The director of P&T shall allocate permits, at the director's discretion, among the faculty, staff, students and visitors of the university in a manner intended to serve the needs of the university.

A parking permit 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 a permit may be issued. An individual may only use one parking permit at any time. A hangtag parking permit is transferable to any passenger vehicle being operated by or for the transportation of the permit holder. Ownership of all permits remains with the university and is not transferable.

The director of P&T may issue special permits for events to the host department. Parking areas are subject to closure by the director of P&T for special events, construction or other special circumstances. The director of P&T may establish fees for special circumstance parking, including event parking.

Bicycles: The university does not require the registration of bicycles; however, owners are encouraged to have bicycles marked for identification purposes at DPS. Information is located on the DPS section of the website at <http://www.sfasu.edu/dps>. DPS will record bicycle serial number and description and make available an engraving tool to mark bicycles for identification. There is no charge for this service.

- A. Every person operating a bicycle on university property must give the right-of-way to pedestrians at all times, keep to the right of the roadway and obey all traffic signals.
- B. Bicycles may not be parked on sidewalks or in university buildings at any time. Bicycles are to be parked in bicycle racks. Bicycles may not be left on porches or walkways and may not be chained to trees, light poles, shrubs, art objects, handrails or stairways.
- C. Bicycles parked in violation may be impounded and removed by the University Police

Department and a \$25 fee charged for release.

2. **Classes of Permits and Eligibility:**

A. **Faculty/Staff:**

Class "AA"

Eligibility: SFA faculty and staff as designated by the president and vice presidents

Price: Refer to Appendix A for rates

Where: valid in any space on university property, except disabled spaces (unless a state disabled placard or license plate is displayed), or reserved spaces (service truck, hall director, visitor, etc.).

Class "F"

Eligibility: SFA faculty and staff, un-affiliated ARAMARK and Barnes & Noble employees

Price: Refer to Appendix A for rates

Where: valid in the faculty/staff lots except Aikman Drive, which requires an AA permit, disabled spaces (unless a state disabled placard or license plate is displayed), resident spaces or reserved spaces (service truck, hall director, visitor, etc.).

Class "PG" – Student Center Garage Permits

Eligibility: SFA faculty and staff Price: Refer to Appendix A for rates

Where: valid for parking in the Student Center Parking Garage or in any Commuter space.

Class "M"

Eligibility: SFA faculty and staff Price: Refer to Appendix A for rates

Where: valid in any area designated for motorcycle parking.

Class "B" – Faculty/Staff Class "B" Daily Surface Permit

Eligibility: SFA faculty and staff, SFA departments via IDT, contractors and vendors

Price: Refer to Appendix A for rates (minimum purchase of 5 permits) Where: valid in the faculty/staff lots except Aikman Drive, which requires an AA permit, disabled spaces (unless a state disabled placard or license plate is displayed), resident spaces or reserved spaces (service truck, hall director, visitor, etc.). These permits may not be issued to SFA students.

B. **Student**

Class "PG" – Student Center Garage Permits

Eligibility: SFA students Price: Refer to Appendix A for rates

Where: valid for parking in the Student Center Parking Garage or any Commuter space.

Class “C” - Commuter Student Surface Permit

Eligibility: SFA students not living in university housing

Price: Refer to Appendix A for rates

Where: valid for parking in any Commuter space.

Class “H” - Resident Student Permit

Eligibility: SFA students with a current SFA housing assignment

Price: Refer to Appendix A for rates

Where: valid for parking in the Resident or Commuter spaces except levels 1 and 2 of the Wilson Garage.

Class “M”

Eligibility: SFA Students

Price: Refer to Appendix A for rates

Where: valid in any area designated for motorcycle parking.

Class “S” - Commuter Student Daily Surface Permit

Eligibility: SFA students without an SFA housing assignment

Price: Refer to Appendix A for rates (minimum purchase of five permits) Where: valid for parking in any Commuter space

Class “K” - Resident Housing Student Daily Surface Permit

Eligibility: SFA students with an SFA housing assignment

Price: Refer to Appendix A for rates (minimum purchase of five permits) Where: valid for parking in Resident or Commuter spaces on campus except levels 1 and 2 of the Wilson Garage.

C. Other

Class “W” – Activities Permit

Eligibility: Any person not eligible for any other permit but utilizing campus resources or property. Those who are family members of faculty, staff or students are eligible, provided the family member that is affiliated with the university has purchased a valid parking permit.

Price: Refer to Appendix A for rates

Where: valid for parking in Commuter spaces and Lot 14, Lot 53, or any space outside the central campus area.

Class “CV” – Contractor/Vendor Parking Permit

Eligibility: Any non-affiliated vendor, salesperson, technical representative, other service personnel (such as copier repairers) or contractor. Students, faculty and staff are not eligible for vendor/service permits.

Price: Refer to Appendix A for rates

Where: valid for parking in Faculty/Staff spaces when conducting university business, except along Aikman Drive.

Class “RT” – Retired Faculty/Staff Parking Permit

Eligibility: Any SFA retiree who does not receive compensation for employment from SFA

Price: No charge

Where: valid for parking in Faculty/Staff spaces, except Aikman Drive.

Class “DV” – Qualifying Veterans Permit

Eligibility: Any person that meets or exceeds the requirements of the Texas Department of Motor Vehicles necessary to qualify for specialty license plates defined as Extraordinary Service Veterans or Disabled Veterans by the State of Texas Transportation Code. The qualifying veteran is eligible for one permit restricted for use of the veteran.

Price: No charge

Where: Valid for parking in any space the person would otherwise qualify for this permit only. This permit exempts fees only.

Graduate Assistant Upgrade:

Eligibility: SFA graduate assistants, approved by the dean of each college, not to exceed 30 per college, per semester.

Price: \$10 per semester

Where: upgraded parking to Faculty/Staff spaces in assigned lots

Dual Credit Student Upgrade:

Eligibility: Dual credit high school students

Price: \$5 per semester

Where: upgraded parking to Faculty/Staff spaces in assigned lots.

- D. **Display of Permits:** Permits shall be displayed on the vehicle according to the instructions furnished on the permit. Each academic year a permit holder who fails to display their permit will be allowed three warnings for parking in an authorized area without displaying the permit.
- E. **Surrender or Removal of Permits:** Termination of relationship with SFA: A permit holder shall return their permit to SFA when the permit holder’s relationship with the university terminates. Permits not returned to SFA remain active, and the permit holder is responsible for the permit fee.

Permit holders are required to remove and surrender their permit:

- i. In the case of a decal permit when there is a change in ownership of the vehicle
- ii. When a replacement permit has been issued
- iii. Upon revocation of the permit

- F. **Expiration of Permits:** Permits expire on the date listed on the face of the permit.
- G. **Payment of Permit Fees:** When an application is made for a permit, the fee charged will be for the entire permit period or for the entire unexpired portion of the permit period. See [Appendix A: Parking Fees Table](#) for specific permit fees.
- H. **Lost/Stolen Permits:** A permit holder shall immediately report to P&T any lost/stolen permit and complete the associated report. Lost/stolen permits may be replaced for a fee (see [Appendix A: Parking Fees Table](#)). Any permit recovered after such a report has been filed must be returned to P&T immediately. Use of a permit that has been reported as lost/stolen is subject to fines and penalties as described in these regulations.
- I. **Permit Refunds:** A permit is non-refundable, unless returned within 10 days of the date of sale and is not transferable from the person to whom it is issued to another individual. Resale of parking permits is prohibited and will be considered a false or fictitious permit.
- J. **Permit Misuse:** Misuse of any permit may result in confiscation of the permit, and no permit may be issued to that individual for at least one year thereafter. P&T is authorized to suspend campus parking and driving privileges on university property for any person whose vehicle is cited for displaying a lost, stolen or altered permit, or any SFA parking permit not issued in accordance with these regulations. Students will be referred to the Office of Student Rights and Responsibilities, and faculty/staff will have the matter forwarded to the appropriate dean, director or department head for disciplinary action. Violators who are found in possession of a lost, stolen or altered permit may also be required to pay the annual cost of the permit type they fraudulently used.

SECTION VI: SPECIAL SERVICES

1. **Escort Services:** The Department of Public Safety and Office of Parking & Traffic offers escort service upon request between dusk and dawn to individuals requiring transportation to and from residence halls, academic buildings and/or vehicles. To receive an escort, either request in person at the Department of Public Safety or by telephone at 936-468-2608. The Department of Public Safety also provides escort 24 hours a day to local hospitals for emergencies when immediate medical care is not needed. Ambulance service may be requested for medical transport if the responding officer deems necessary. The expense for ambulance transfer is the responsibility of the person using the service. For further information on the escort service, call the Department of Public Safety at 936-468-2608.
2. **Jump Starts and Vehicle Unlocks:** Services such as battery jump starts and vehicle unlocks are offered by the Department of Public Safety as time permits. The Department of Public

Safety does not change flats, push cars or perform other automotive service.

3. **Special Events:** P&T employees will assist SFA event sponsors with convenient and effective access while limiting the impact the event traffic will have on campus parking. P&T offers services such as barricading spaces, placement and removal of cones, golf cart service, etc. Event parking management will be guided by:
 - Available parking spaces
 - Expected attendance
 - Costs that may be incurred by department sponsoring event
 - Expected/potential impact on regular users of the area
 - Logistical ability of P&T to manage event
 - Whether or not the event is university or non-university sponsored

SECTION VII: ENFORCEMENT

1. Parking and Traffic Citations:

- A. Issuance: Any person violating these regulations may receive a citation.
- B. P&T Authority: University parking enforcement assistants are authorized to write university parking citations.
- C. UPD Authority: UPD officers are authorized to issue university citations and court appearance citations for violation of these regulations. It is the general policy of the university to issue court appearance citations only for moving violations and for any violation when the individual's driving or parking privileges have been suspended, although UPD may issue a court appearance for any appropriate violation. All vehicles driven on Stephen F. Austin State University property are subject to all university traffic regulations, state of Texas motor vehicle codes and city of Nacogdoches motor vehicle laws. Moving violations may be issued on a city of Nacogdoches traffic citation or filed in the office of the appropriate justice of the peace or with the city of Nacogdoches Municipal Court.
- D. Fees for parking violations may be paid in person at the university business office between 8 a.m. and 4:30 p.m. Monday through Friday, online through an eBill, or mailed to:

Stephen F. Austin State University
c/o Business Office
P.O. Box 13053, SFA Station
Nacogdoches, TX 75962-3053

2. **Failure to Discharge Court Appearance Citations:** Failure to discharge a court appearance citation may result in the issuance of an arrest warrant.
3. **University Citations:** University citations are issued for offenses listed in Section VIII: Driving and Parking Offenses. Any person receiving a university citation must remit the amount of the charge or submit an appeal to P&T within ten (10) days after issuance of the citation. Any towing, booting and/or storage fees for removal of an impounded or immobilized vehicle or bicycle must be paid regardless of whether an appeal has been submitted.
4. **Appeals of University Citations:** Any person issued a university citation may appeal the citation within ten (10) days of the citation's issuance by completing the appropriate P&T form. Any citation that is not a warning must be appealed as described in these regulations.
5. **Failure to Pay Citation Charges:** Unpaid citations can result in student financial holds preventing students from receiving grades, refunds, official transcripts or graduating. Additional collection efforts may also be utilized as specified in these regulations. Ten (10) or more violations within one academic year may result in suspension of driving and parking privileges on campus and/or disciplinary action.
6. **Vehicle Immobilization or Impoundment:** P&T or UPD may immobilize (boot) or impound (tow/relocate to a storage area) a person's vehicle for the following reasons:

- A. the person and/or vehicle has accumulated three (3) or more past due parking citations

All citations issued will contain a notice informing the violator that a consequence of three (3) or more outstanding citations is the potential that their vehicle may be booted or impounded.

If the vehicle cited can be connected to a current SFA student or employee a notice of the citation will be sent to the SFA email account of the violator, otherwise a notice will be sent to the DMV address of the registered owner. Such notices will inform the violator that a citation has been issued to them and will contain information about any other outstanding citation(s) they may have.

If a violator has two or more outstanding citations when a third is issued, a notice will be sent to the violator's SFA e-mail account or to the DMV address of the registered owner of the vehicle notifying them that ten (10) days following the issuance of the third citation their vehicle will be eligible to be booted or impounded unless all of the outstanding citations are addressed by payment or by appeal if allowed within the time limits outlined in this policy.

Each notice, both physical and e-mail, will include information about how to pay or appeal

the citation(s).

Violators who believe the P&T records are incorrect, or have any questions regarding any of the citations, should contact P&T within 10 days of the date of the notification at (936) 468-PARK (7275) Monday through Friday between the hours of 7:00 AM and 5:00 PM or by email to sfaparking@sfasu.edu.

- B. the person and/or vehicle is parked in violation of the terms of a conditional release
- C. the vehicle is parked in an ADA space without displaying a state ADA placard or license plate
- D. the driver is illegally using an ADA permit assigned to another individual
- E. the driver is in possession of a lost, stolen, altered or unauthorized permit

Once a vehicle is immobilized, all outstanding citations and the immobilization or impound fee must be paid in full and an appropriate permit must be purchased prior to the release of the vehicle.

The university is not responsible for any damage to the vehicle during booting, towing, relocation, or storage. After notice has been posted on the vehicle, vehicles booted for longer than three (3) days may be impounded (towed to a storage area). The owner and operator are severally responsible for any booting, towing or storage fees.

No vehicle may be towed without the express approval of the executive director of public safety/chief of police, the director of P&T or their designee.

Section 2.C. of these regulations outlines the appeal process for citations, boots and impoundments.

7. **Suspension of Parking Privileges:**

Notices of parking violations may constitute a suspension of parking privileges, and any fee assessed is for reinstatement of parking privileges for operators of vehicles registered with the university.

All violations involving registration of vehicles operated on the properties of the university are violations of the law and SFA Parking and Traffic Regulations. Disposition of these citations at the university is a privilege extended by the university, which may be withdrawn at the university's option.

Violation of suspension of parking privileges may result in removal of the vehicle by tow away.

Driving and parking privileges may be suspended by P&T, DPS or the Office of Student Rights and Responsibilities if the violator has displayed a lost, stolen or altered permit or other flagrant violations of these regulations. The loss of the privilege of driving or parking a 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 Office of Student Rights and Responsibilities 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.

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 and a referral to the appropriate university office may be made for further university disciplinary action.

A. A person receiving notice that their privilege of driving or parking on university property has been suspended shall return, without refund, the remnants of the permit issued (or the entire hanging permit) to the P&T office immediately.

8. No Excuse:

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.

SECTION VIII: DRIVING AND PARKING OFFENSES

2016-2017 Parking Violations

Code	Violation Description	Fine
General Violations		
A1	Displaying a valid permit, but in violation of lot or area assignment (<i>6a-4p M-F; Reserved lots are reserved until times indicated by signage</i>)	\$40
A2	Parking backward in a parking space	\$30
A3	Failing to display a valid parking permit	\$40
A4	Not parking properly within the lines of a parking space	\$30
A5	Parking in a space designated "20 minute only" for more than 20 minutes (<i>6a-4p M-F</i>)	\$30
A6	Displaying a permit assigned to another vehicle	\$30
A7	Display two or more valid permits	\$30
A8	Failure to display proper permit on registered vehicle (three warnings per academic year, then \$10 per incident)	\$10
A9	Expired short-term parking	\$30
Flagrant Violations		
B1	Parking in a reserved parking space without displaying a proper permit (<i>plus tow fee if applicable</i>)	\$40
B2	Parking a vehicle in a no-parking zone (<i>plus tow fee if applicable</i>)	\$40
B3	Parking in any manner which obstructs vehicular traffic (<i>plus tow fee if applicable</i>)	\$40
B4	Parking in a manner which obstructs a crosswalk (<i>plus tow fee if applicable</i>)	\$40
B5	Parking in a fire lane (<i>plus tow fee if applicable</i>)	\$75
B6	Parking in a tow-away zone (<i>plus tow fee if applicable</i>)	\$40
B7	Parking in a loading zone or service driveway (<i>plus tow fee if applicable</i>)	\$40
B8	Parking on a lawn, curb, sidewalk or other area not set aside for parking (<i>plus tow fee if applicable</i>)	\$40
B9	Parking on campus while parking privileges are suspended (<i>plus tow fee if applicable</i>)	\$150
C1	Moving a barricade or parking within any barricaded area (<i>plus tow fee if applicable</i>)	\$40
C2	Using a forged, altered, false, fictitious or stolen permit (<i>plus tow fee if applicable</i>)	\$150
C3	Falsifying or altering vehicle registration information (<i>plus tow fee if applicable</i>)	\$100

C4	Parking in/blocking a handicapped space, ramp, or unloading zone w/o placard (<i>plus tow fee if applicable</i>)	\$150
C5	Having a vehicle towed from campus	**
C6	Citation with move	\$40
C7	Vehicle moved to another location on campus	**
C8	Vehicle has been wheel locked	\$75
C9	Parking in violation of the direction of a traffic control officer	\$40
C10	Theft of property or damaging property by unauthorized boot removal or tampering/attempted removal of the boot (plus replacement cost of damaged property)	\$150
C11	Improper exit from a university parking garage (plus maximum daily fee due)	\$75
C12	Parking in a garage without payment (limited to once a semester)	\$15

Flagrant violations are enforced 24 hours a day, 7 days a week and are subject to immobilization or impound.

*** Rates will be posted in the P&T office after competitive bid process.*

APPENDIX A: PARKING FEES TABLE

2016-2017 SFA Parking Permits				
Permit Sales Rate Chart				
Faculty and Staff				
Permit Type	Description	Annual		
AA	Faculty/Staff AA Permit	*see below		
F	Faculty/Staff Assigned Lot Permit	*see below		
PG	Annual Student Center Garage Permit	\$740	NA	NA
	Semester Student Center Garage Permit	\$330	\$330	\$330
M	Motorcycle Permit	\$60		
B	Faculty/Staff Daily Permit	\$3/Day	\$3/Day	\$3/Day
Student				
Permit Type	Description	September 2016	January 2017	May 2017
PG	Annual Student Center Garage Permit	\$740	NA	NA
	Semester Student Center Garage Permit	\$330	\$330	\$80

C	Commuter Permit	\$112	\$76	\$37
H	Campus Resident Permit	\$145	\$99	\$48
	Campus Resident Second Vehicle	\$106	\$69	\$34
S	Commuter Daily Permit	\$3/Day	\$3/Day	\$3/Day
K	Campus Resident Daily Permit	\$3/Day	\$3/Day	\$3/Day
M	Motorcycle Permit	\$60	\$43	\$22
Miscellaneous				
Permit Type	Description	September 2016	January 2017	May 2017
W	Fitness Permit	\$ 20	\$ 20	\$20
CV	Contractor/Vendor Permit	\$170	\$114	\$58
T	Trailer Permit	\$ 50	\$ 33	\$17
RV	Occupied Recreational Vehicle**	\$ 40		
DV	Qualifying Veteran Permit	\$0		

** Per night, after four (4) days

Student Center Garage Hourly Parking

0-30 Minutes	No Charge
First Hour	\$2
Each Hour Thereafter	\$1
Maximum Daily Charge	\$8
Lost Parking Ticket	\$15

Short-Term Paid Parking Lot 21

First Hour	\$2.00
Each Hour Thereafter	\$1.00
Fees	
Replacement Permit	\$15
Bicycle Release Fee	\$25
Lost/Stolen Replacement Permit	\$25
Grad Assistant Upgrade	\$10
Dual Credit Upgrade	\$ 5

***Faculty/Staff or Other Government Agencies Annual Permit Fees**

Salary \$19,999.99 and Less	Salary \$20,000 - \$39,999.99	Salary \$40,000 - \$59,999.99	Salary \$60,000 - \$79,999.99	Salary \$80,000 - \$99,999.99	Salary \$100,000 - \$119,999.99	Salary \$120,000 and above
\$36	\$60	\$84	\$108	\$132	\$156	\$180

FS permits are prorated monthly

Cross Reference: Parking and Traffic Regulations and Information;
Tex. Educ. Code §§ 51.201-.211, 54.505; Tex. Transp. Code § 681.008, Ch. 683

Responsible for Implementation: Vice President for University Affairs

Contact for Revision: Executive Director of Public Safety/Chief of Police

Forms: None

Board Committee Assignment: Academic and Student Affairs