TRAFFIC AND PARKING REGULATIONS
2015-2016

The Board of Regents of the Texas Tech University System, in accordance with *V.T.C.A., Education Code*, Section 51.202, is authorized to promulgate rules and regulations for the safety and welfare of students, employees, and property, and other rules and regulations it may deem necessary to provide for the operation and parking of vehicles on the grounds, streets, drives, alleys, and any other property of Angelo State University.

In addition to these Angelo State University Traffic and Parking Regulations, *V.T.C.A., Education Code,* Section 51.201, provides that: "All of the general and criminal laws of the state are declared to be in full force and effect within the areas under the control and jurisdiction of the state institutions of higher education of this state," and all persons are responsible for compliance with these laws. Angelo State University personnel who are commissioned as peace officers by the Board of Regents of the Texas Tech University System are vested with all of the powers, privileges and immunities of peace officers in the enforcement of these regulations and the general and criminal laws of the State of Texas.

The use of a motor vehicle on the Angelo State University campus is a privilege, and the university is not obligated to furnish parking space to accommodate all vehicles. However, the university will attempt to provide a reasonable number of parking spaces in keeping with resources and available sites.

The university will make every reasonable effort to render protection to vehicles parked on campus, but cannot assume the responsibility for any damages or losses. The university recommends that you properly secure your vehicle and any valuables contained therein.
The university holds each operator responsible for the proper registration and use of his or her vehicle.

Pursuant to *V.T.C.A., Education Code,* Section 51.202, a person who violates any provision of this regulation is guilty of a misdemeanor and upon conviction is punishable by a fine of not more than $200.00.

These regulations apply to all persons who operate vehicles on university property. Repeated violations of these regulations or the failure of faculty, staff, or students to respond to a violation citation may result in appropriate disciplinary or other action in accordance with the *Regents' Rules*.

The university further reserves the right to close or re-zone lots due to construction, traffic congestion and special events. All changes will be made available through the Parking Services Web page http://www.angelo.edu/parking or can be obtained upon request from the University Police Department and/or Parking Services Office. All reasonable means shall be used to alert the campus community in advance to lot closures or re-zoning. The Traffic and Parking Regulations are a publication of Angelo State University. Its purpose is to provide students with general information regarding the policies, rules, and regulations concerning traffic and parking. The policies, rules, and regulations contained in the regulations are subject to change at any time without notice. Students are expected to be familiar with the regulations contained herein and to conduct themselves in a manner consistent with them**.**

Parking Services is located at 1825 South Johnson in the West Office annex complex. For phone or e- mail inquiries, please call (325) 486-6435 or e-mail your question to parking@angelo.edu.

Angelo State University is committed to the principle that in no aspect of its programs shall there be differences in the treatment of persons because of race, creed, national origin, age, and sex. <u>These rules and regulations shall be reviewed to ensure their viability and continued adherence to the university's goals and mission.</u>

I. Definitions – for the purpose of this document, the following definitions are used:

A. "**Campus**" is all lands owned, managed, or otherwise controlled by the university, herein called "Angelo State University."

B. "**Impoundment**" refers to the actual towing of a vehicle or immobilizing a vehicle by means of an "Auto-Boot."

C. "**Visitor**" is an individual with no official connection with Angelo State University as a student, faculty member, or staff member.

D. "**Valid Parking Space**" is 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.

E. **"Vehicle"** is a device used for transporting people or goods, such as a car, truck or motorcycle but is not limited to these descriptive terms.

F. "**Non-university Employees**" are individuals working on campus for entities with term contracts with the university (excluding construction) and are not considered university faculty or staff, (i.e., bookstore, food service, bank services).

G. **"General Use"** parking lots marked "A/B/C" are designated as general use lots. Anyone with a valid ASU parking permit may park in these lots at any time.

H. "**Reserved"** is any parking space or area, permanent or temporary that either requires a special permit or is otherwise marked. Examples would include, but not be limited to, "D" zones, visitor spaces, disabled spaces, service or maintenance spaces.

I. **Alternative Fuel Vehicle"** is any vehicle that runs on a fuel other than "traditional" petroleum fuels (gasoline or diesel). This would include electric, hybrid electric & flex-fuel vehicles. The United States Department of Energy officially recognizes the following as alternative fuels: biodiesel, electricity, ethanol, hydrogen, natural gas & propane. Ethanol blends must be 15% or greater to be considered an alternative fuel.

II. Angelo State University Police Department

A. Angelo State University police officers are duly commissioned peace officers of the State of Texas. Upon request of a university police officer, any person on the campus is required to provide proper identification.

B. All thefts, accidents, or other offenses that occur on campus should be immediately reported to the University Police Department. One-vehicle accidents and inoperable vehicles must be promptly reported. Keys or valuables should not be left in vehicles while parked on campus. ALWAYS KEEP YOUR VEHICLE LOCKED. The majority of property loss in vehicles can be traced back to an unlocked vehicle.

C. Angelo State University is concerned about the protection of persons and property and places a high priority on Traffic and Parking Regulations in striving to maintain a safe environment for students, faculty, staff, and visitors. The university, however, cannot guarantee the absolute safety of any one individual. Personal safety must begin with individual responsibility.

D. University Police enforce speed limits on campus and adjacent public streets using RADAR and/or LIDAR. Appropriate citations are issued to speeding violators.

E. *V.T.C.A., Penal Code*, Section 46.03, provides that a person commits a felony offense, if the person carries a firearm, illegal knife, club, or other prohibited weapon listed in Section 46.05(a) on the physical premises of an educational institution.

III. Vehicle Regulations

A. In order to operate or benefit from the use of a motor vehicle on campus, each member o f the Angelo State community must obtain and display, in his or her name, a vehicle registration permit. No person may register a motor vehicle in his or her name which belongs to another student, faculty, or staff member, or is not a member of that person's immediate family. Violation of the Traffic and Parking Regulations is prohibited by the *Student Handbook* and Angelo State University policy. To benefit from the use of parking spaces designed for persons with disabilities, an eligible faculty member, staff member or student MUST display a state issued placard or license plate as well as a university parking permit.

B. Students are required to register each motor vehicle to be operated on campus at the time they register for school or at the time they commence operating a motor vehicle on campus. Valid parking permits are required regardless of the number of hours for which a student may be enrolled.

C. Faculty and staff are required to register their motor vehicles on or before the date they commence operating a motor vehicle on campus.

D. Faculty and staff, whose dependents are students, may allow those dependents to register a commonly operated motor vehicle for a student permit in addition to the faculty/staff permit. 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 permit must be parked in the designated student parking area and not in a faculty/staff parking area.

E. A faculty/staff permit is to be used by the registering faculty or staff member only, and its use is not transferrable to another person for any reason. If your vehicle is being repaired or is inoperable, you may transfer your hang tag to the vehicle you will be driving temporarily or obtain a temporary permit from the University Police Department.

F. Any person giving false information when registering a vehicle is subject to the appropriate disciplinary action and revocation of their motor vehicle registration permit and related parking privileges.

G. Angelo State University issues the following parking permits:

1. "**A**" zone - All faculty and regular staff employees

2. "**B**" zone - Commuters (all students living off campus in non-university-owned housing)

3. "**C**" zone - Residence hall students (all students living on campus in university residence halls)

4. "**D**" zone - Reserved parking (commuter students with special permits only) includes:

   a. Academic Building (Upper Lot P-39), permits marked 39 only**.**

   b. Carr Education-Fine Arts Building (Lot P-42b), permits marked 42 only**.**

   c. "General Use" Lots (lots marked A/B/C)

   Vehicles found illegally parked in a reserved parking lot shall be subject to immediate towing at the owner's expense.

5. "**S**" zone - Special vendor parking or contracted parking.

6. **"Temporary"** - Permits may be issued for:

   a. Students enrolled in the Extended Studies Program. ("B" zone parking only)

   b. Trailers to park in designated areas as established by the University Police Department only after obtaining permission.

   c. Special disability situations that are limited to individuals with temporary disabilities who are not eligible to park in handicapped spaces. Special disability parking permits are valid only on university property and shall not exceed two weeks in duration. Individuals seeking a temporary disabled permit beyond two weeks must provide a written doctor's excuse.

   d. Special circumstances as deemed necessary by the parking services manager and/or the chief of university police.

   e. All temporary or special permits may be obtained at the Parking Services Office.

H. All permits are for the exclusive use of the registrant. Permits may not be sold, exchanged, given away or purchased from any person or agency other than Angelo State University.

I. Misuse of a permit could result in it being confiscated, parking privileges being revoked and appropriate fines assessed. Students suspected of misusing their permit or parking privileges, may be referred to the Student Life office for disciplinary action.

J. Permits remain the property of Angelo State University and may be recalled at any time.

K. Any expired Angelo State University parking permits must be removed from the motor vehicle(s) prior to use of the current year permit.

L. Lost or stolen permits should be reported as soon as possible to the Parking Services Office or the University Police Department. The recovery of a lost or stolen permit should be immediately reported.

M. A $5 fee will be charged for each replacement permit.

N. Upon termination of employment, an employee's parking privileges are revoked. The faculty/staff permit must be returned to the Parking Services Office or to the Office of Human Resources at the time of his/her exit interview.

O. With the exception of ASU maintenance and emergency vehicles, motor vehicles may only be parked in the designated parking areas and are prohibited at all times from being parked on the turf, sidewalks, pedestrian traffic zones or any other place not clearly designated for parking. Motorcycles shall park in designated motorcycle parking areas if available. If no space is available, motorcycles may park in any available space within the appropriate zone.

P. Anyone who changes permit status or vehicles, must on the following class day, update the information at the Parking Services Office.

Q. Scooters that are not required by state law to obtain vehicle registration and inspection stickers are not required to obtain a parking permit and are not allowed to park in motorcycle or vehicle parking spaces. Individuals operating scooters on campus must adhere to the regulations pertaining to bicycle use.

R. Trailers must be registered with the Parking Services Office, before they may be parked on the campus. A temporary permit may be issued on a space available basis without charge for a period not to exceed two weeks. Trailer permits for periods to exceed two weeks shall be on a space available basis at the rate established for second vehicles. Trailer parking, if approved, will be limited to a specific area as designated by the University Police Department.

S. Permits are not issued for mobile homes or for mobile units in which overnight accommodations are intended.

IV. Vehicle Registration

A. Permits are issued for a full academic year (August to August) or on a semester basis.

Vehicle registration fees are as follows:

Fulltime Faculty/Staff "A" Zone and Non-University Employees

Permits must be paid in person at Parking Services and are non-refundable.
Full Year Permit (per vehicle) may be deducted from university employees' paychecks at a monthly rate.
For two vehicle pricing, permits must be purchased at same time.

Single or Two Vehicle(s)	
Single Permit (August – August)	$90.00
Two Vehicles (August-August)	$144.00

Part Time /Temporary/Casual Employees "A" Zone and Non-University Employees

Monthly Permit- Must be paid in person at Parking Services. Non-refundable.

Automobiles or Motorcycles	
Monthly Permit (Rate based on months employed)	$5.00

Commuter Students "B" Zones

Automobiles or Motorcycles	
Fall Yearly (August-August)	$90.00
Fall Semester Only (August-December)	$50.00
Spring/Summer (January – August)	$80.00
Spring Semester Only (January-May)	$50.00
Summer Semester Only (May-August)	$50.00

Residential Students "C" Zones

Automobiles or Motorcycles	
Fall Yearly (August-August)	$90.00
Fall Semester Only (August-December)	$50.00
Spring/Summer (January – August)	$80.00
Spring Semester Only (January-May)	$50.00
Summer Semester(s) Only (May-August)	$50.00

Student Reserved Parking "D" Zones
Academic Upper Lot (P-39) only -
Carr EFA Lot (P-42b) only –
"General Use" A/B/C Zones included

Automobiles or Motorcycles	
Flat Fee (per vehicle)	$120

Student Two Vehicle Permits

For two vehicle pricing, permits must be purchased at same time.

Reserved "D" Zones Not Offered in Combination

Two Vehicles	
Fall Yearly (August – August)	$150.00
Fall Semester Only (August-December)	$80.00
Spring/Summer (January-August)	$130.00
Spring Semester Only (January-May)	$80.00
Summer Semester(s) Only (May-August)	$80.00

B. Additional or Replacement Permits

Students/Faculty/Staff additional permits are priced the same as applicable permits. Replacement or lost permits are $5.00.

- Faculty/Staff and Non-University Employees

  Lost or stolen "A" zone permits must be reported immediately to the University Police Department.

- Students

  Window decal parking permits are not transferable to another vehicle. Decal permit holders, wishing to transfer a permit to another vehicle or make zone changes, must scrape off the current decal and present it to the Parking Services Office at the time o f the requested change. Failure to present the scraped current decal will result in a replacement fee being assessed. Hang tags, if applicable, are transferable to another vehicle operated by the student only. Lost or stolen hang tags will result in an appropriate replacement fee being assessed.

  Anyone wishing to exchange a permit must surrender the old permit. A $5.00 administrative fee will be assessed for any permits being exchanged.

C. Refunds

1. Withdrawing students may be eligible for a refund in accordance with current academic catalog refund policies. Refunds may only be given for the semester in which the permit was purchased and if the unused permit is returned. No other refunds will be honored.

2. A request for a refund will not be honored when a person's privilege to park on campus has been suspended or other debts remain unpaid.

3. The following chart details the university refunds policy:

Refunds Fall and Spring Semester	
Prior to the first class day	100%
During the 1st, 2nd, 3rd, 4th and 5th class days	80%
During the 6th, 7th, 8th, 9th and 10th class days	70%
During the 11th, 12th, 13th, 14th and 15th class days	50%
During the 16th, 17th, 18th, 19th and 20th class days	25%
After the 20th class day	0%

Refunds Summer Semester	
Prior to the first class day	100%
During the first class day	80%
During the second class day	50%
After the third class day and thereafter	0%

V. Permit Regulations

A. All faculty and staff parking or standing a motor vehicle on campus shall have a valid "A" zone permit displayed at all times. A student working part time for the university is not eligible for an "A" zone permit and shall have a valid student parking permit displayed at all times while parked on campus. Graduate students do not qualify as faculty. Teaching Assistants may be issued a temporary "A" zone permit on a semester-by-semester basis. Teaching Assistants must have their instructor submit a written request to the Parking Services Office and purchase a student permit to obtain a temporary A permit.

1. Hang tag parking permits may be used on any vehicle driven by the person to whom the permit is issued; however, it is a violation to loan a permit to another person to be used in any manner.

2. A permit holder is responsible for any parking violations incurred if someone else is using their permit. It is a violation to allow someone else to use a permit not issued to him/her. Such violators may also be charged with unauthorized use of a parking permit. Both parties involved are subject to being charged with this violation.

3. Any and all old or invalid ASU parking permits shall be removed from vehicles being operated or parked on campus.

B. Parking permits shall be displayed as follows:

1. **Faculty/Staff** – hang tags

A. Hang tags shall be displayed unobstructed, on rearview mirror with front side facing windshield. Permit number and parking zone must be clearly visible from outside the front of the vehicle in order for permit to be valid.

B. Faculty/Staff driving convertible type vehicles may obtain a motorcycle decal to place on the front windshield above the vehicle registration/ safety inspection sticker(s).

2. **Students** – window decals and/or hang tags

   A. Window decals shall be permanently affixed to the driver's side, lower left outside portion of the front windshield. It must be affixed in a manner as to not interfere with the visibility of the state registration and/or inspection sticker.
   B. Students driving convertible type vehicles may obtain a motorcycle decal to place on the front windshield above the vehicle registration/ safety inspection sticker(s).

   C. Hang tags, shall be displayed unobstructed, on rearview mirror with front side facing windshield. Permit number and parking zone must be clearly visible from outside the front of the vehicle in order for permit to be valid.

3. **Motorcycles** - window decals

   Shall be affixed to the yoke, windshield or other conspicuous place.

All parking permits shall be visible and easily read from the front/rear of the vehicle, where applicable, to be considered valid.

VI. Parking Zones

A. Faculty, staff, and students MUST have a valid university parking permit displayed to p a r k on campus. Failure to display a permit in accordance with these rules will result in a parking citation.

B. Faculty and staff employees will park in areas designated as "A" zone.

C. Commuting students will park in "B" zone.

D. Students living in all campus housing shall park in "C" zone specific lots.

E. Students purchasing a "D" reserved zone permit must park in the lot number specified on the permit or in any General Use zone on campus. They may **NOT** park in the other reserved lots or "B" zones.

F. **PARKING IN A RESERVED "D" ZONE WITHOUT THE PROPER VALID "D" ZONE PERMIT MAY RESULT IN A CITATION BEING ISSUED AND/OR A VEHICLE BEING TOWED AT THE OWNER'S EXPENSE.**

G. "A" and "C" zones are in effect and enforced between 7:30 a.m. and 4:30 p.m., Monday through Friday. After 4:30 p.m., "A" and "C" zones are open for general use, unless otherwise specified.

H. "B" and "D" zones are in effect and enforced from 7:30 a.m. to 1:00 p.m., Monday through Friday. After 1:00 p.m., "B" and "D" zones are open for general use with a valid parking permit.

I. "A/B/C/D" zones are "general use" parking lots. Any person having a valid campus parking permit may park in general use lots. These lots are open and have no restricted times, unless otherwise specified.

J. Faculty, staff, and students with a valid parking permit may park in any zone when the parking regulations specified above are not in effect. A valid parking permit is required whenever any vehicle is parked on campus. Students must have an appropriate, valid parking permit anytime they are attending afternoon or evening classes or any other university function requiring parking.

K. Disabled or handicapped individuals must display a valid approved State of Texas permit on their motor vehicle to legally park in a designated handicapped parking space. This special permit must be obtained at the County Tax Assessor's Office. This permit must be displayed in conjunction with a valid ASU parking permit. In accordance with *V.T.C.A, Transportation Code*, Section 681.008, disabled veterans with valid State of Texas Disabled Veteran license plates may park in designated handicapped spaces without displaying a valid university parking permit. The Parking Services Office is authorized to issue temporary disabled permits, which allow for parking in disabled spaces on campus. **Such permits are only valid on the ASU campus**. Violation of this law may result in a Justice of the Peace citation or an ASU citation, at the officer's discretion.

L. Faculty, staff, and students shall not park at any time in spaces designated for visitors.

M. Motorcycles may be parked in designated Motorcycle Zones or in a valid parking space only within the appropriate parking lot.

N. Vehicles must be parked, nose-first, in all parking spaces. BACKING IN OR PULLING THROUGH A PARKING SPACE IS PROHIBITED ON CAMPUS.

O. All yellow curbs denote "NO PARKING ZONES."

P. Spaces marked for "Alternative Fuel" vehicles are reserved for vehicles that meet the definition of alternative fuel. Vehicle parking in these spaces must also abide by the lot zone designation. Currently these spaces are only available in lot P-13 and are zoned for "C" parking permit holders.

VII. Parking areas for visitors

A. Visitors must obtain and display a proper visitor's pass when parked on campus. Visitor's parking passes are free and may be issued for up to six months. Visitor's passes may be issued and obtained at the Parking Services Office or the University Police Department.

B. Guests of students residing in campus housing or apartments are permitted to park in "C" zones provided they have obtained a proper visitor's pass from the Parking Services Office.

C. Visitors to the university residence halls and apartments may also be required at any time to identify themselves and specify the names and locations of students whom they are visiting.

D. A university police officer may deny parking to any visitor and/or may require the visitor to leave the campus anytime it is believed his/her presence on campus is disruptive.

VIII. Towing of vehicles

A. Any vehicle illegally parked on university property is subject to towing at the owner's expense.

B. The university reserves the right to impound or have impounded any vehicle that is parked in a manner dangerous to vehicular or pedestrian traffic or in flagrant violation of university parking regulations. Any person receiving four or more unresolved citations shall be considered in flagrant violation of university parking regulations, and his or her vehicle may be impounded. If the need arises to impound a vehicle, a local independent wrecker service will be utilized. Charges for this service will be at the discretion of the wrecker operator, and the vehicle owner shall bear all costs associated with the impoundment.

C. The university reserves the right to remove and impound an abandoned or disabled vehicle or any vehicle found on its property without a valid parking permit, an expired vehicle inspection sticker, or without valid license plates.

D. A vehicle found to be disabled or not in working order for an extended period may be subject to towing at the owner's expense.

E. The university reserves the right to attach an "auto cuff" to any vehicle illegally parked on campus. The driver of the vehicle will be advised by a temporary adhesive sign to report to the Parking Services Office for removal of the cuff. A fine of $30.00 will be charged in addition to the scheduled violation fee(s). The cuff will not be removed until all fines have been paid. Vehicles remaining cuffed longer than 72 hours shall be towed from the campus at the owner's expense.

F. Any vehicle found illegally parked in a designated student "reserved" parking lot shall be subject to immediate towing at the owner's expense.

IX. General requirements

A. Each operator must possess a valid operator's license at the time a permit is issued. If a person's driving privileges are suspended, the permit immediately becomes null and void.

B. Every person operating a vehicle on the Angelo State University campus is responsible for obeying all university rules and regulations, the City of San Angelo traffic ordinances, and the State of Texas laws regulating traffic and parking.

C. In all cases in which a vehicle is parked, the position shall be such that the whole vehicle is within the boundaries of the parking space. The fact that other vehicles are parked improperly will not constitute an excuse for improper parking of any vehicle.

D. Each operator of a vehicle must, upon request by a university police officer, display a valid operator's license. If the operator is a university student, he or she may also be required to present an Angelo State University I.D. card.

E. Car washing and car servicing or repairs are prohibited on the Angelo State University campus.

F. The Parking Services Office will not issue any campus parking permit to individuals with outstanding fines.

G. Non-university employees shall comply with all campus parking rules and regulations.

X. Violations/Fines

A. An individual issued a parking permit shall be responsible for all violations of the parking rules and regulations. If a vehicle is not registered with the university, and a family member is currently enrolled, it shall be presumed that the student is the operator of the vehicle and is therefore responsible for all parking violations incurred.

B. No person shall drive, cause or permit a vehicle to be driven on Angelo State University property at a speed greater than is reasonable and prudent under the existing circumstances. Any speed in excess of posted limits shall be prima facie evidence that the speed is not reasonable and is unlawful.

Speed Limits

1. Campus Streets: 25mph, unless otherwise posted.

2. Parking Lots: 10mph, unless otherwise posted.

C. Citations may be issued for any of the following violations or for other violations of city traffic ordinances or the State of Texas laws regulating traffic and parking:

Violation Fees	
Refusal to display driver's license and/or ASU I.D. card to any university police officer	$25.00
Failure to stop or heed instructions from a university police officer	$25.00
Unauthorized use of a parking permit	$200.00
Parking in or blocking DISABLED space	$150.00
Parking/Standing in Fire Lane	$50.00
Blocking a dumpster	$35.00
Parking with no permit, expired permit, or fail to display permit	$35.00
Parking/Standing in No Parking Zone	$35.00
Parking/Standing in Driveway/Right of Way	$35.00
Parking/Standing in Maintenance/Loading Zone	$40.00
Parking/Standing in a Reserved Area	$40.00
Parking/Standing in a Wrong Zone	$30.00
Parking/Standing on a Sidewalk	$25.00
Parking/Standing on the Grass/Lawn Area	$25.00
Not in a designated space/using (2) two spaces	$20.00
Parking/Standing in a Barricaded/Prohibited Area	$40.00
Backing or pulling through Parking Space	$15.00
Bicycles secured to Railing, Trees or Posts	$20.00
Parking with improperly displayed/Obscured permit	$20.00
Auto cuff fee	$30.00
Providing inaccurate vehicle registration information	$50.00
All other violations/including traffic violations	$25.00

Fines are applicable to all persons operating motor vehicles on Angelo State University property.

D. All violations not issued through the Justice of the Peace must be cleared at the Parking Services Office. Holds are placed immediately on a student's record upon receipt of a university citation. Failure to pay the amount owed by the end of the semester may result in any or all of the following:

1. Withholding of future registration privileges

2. Withholding the issuance of an official certified transcript

3. Withholding the conferring of a degree

E. Justice of the Peace citations may be issued for illegally parking in a handicap space. County citations must be paid at the Justice of the Peace Pct. 4 Building, 124 W. Beauregard. The penalty for illegally parking in a designated handicap space is a fine of not less than $250.00 or more than $1,000.00. In addition to the parking citation, illegally parked vehicles may be towed at the owner's expense.

F. The University Police Department may issue citations to appear before a Justice of the Peace for violations of the traffic code, state laws, or *Regents' Rules* as provided by the *V.T.C.A. Education Code*, Section 51.202.

G. Stealing or defacing a parking permit may result in criminal prosecution and/or a university citation. Using a stolen or altered permit or allowing the use of such a permit may result in a university fine of $200.00.

H. Parking permits remain the property of Angelo State University and shall not be transferred or gifted to anyone. Valid permits must be surrendered to the University Police Department upon separation from the university either by terminating your study or employment with the university. Expired permits are not required to be returned.

I. Using the permit of another person will result in a fine of $200.00. The permit holder is also subject to the same fine for allowing its use.

Such violations will be referred to Student Life and Student Services Office for appropriate disciplinary action.

XI. Appeals

A. The Traffic Appeals Committee will review all appeals of traffic violations. The committee will review traffic grievances and has the authority to void citations on the basis of substantive evidence to support such action.

B. Appeals are only accepted in cases where there is significant dispute over the facts or when there are major extenuating circumstances. Not agreeing with a valid parking regulation, being late to class, bad weather, not being able to find a parking space, or only parking in violation for a short period of time are **NOT** grounds for an appeal.

C. An appeal form must be completed and returned to the Parking Services Office within ten (10) days after a citation has been issued. The written appeal form will be reviewed by the chief of university police, or designee, who will make a ruling on the appeal based on the information available. If the violation is overturned on appeal, the citation will be voided. If the citation is upheld on appeal, the violator will be expected to submit appropriate payment of the fine. Individuals whose appeal is denied by the Chief of University Police or designee, may request further appeal to the university Traffic Appeals Committee. The chairperson of the Traffic Appeals Committee shall then contact the person making the appeal and advise him/her as to the date, time, and the place the appeal will be heard. Appeal forms may be obtained from the Parking Services Web site at: http://www.angelo.edu/parking.

XII. Bicycles

A. Students are encouraged to use bicycles as a mode of transportation on campus. Parking racks are conveniently located around campus for bicycles. Individuals shall not chain bicycles to buildings, signs, railings, light standards, trees, or shrubs, or park bicycles in any location, area, or space not specifically designated for bicycle parking. Bicycles found secured to trees, posts, hedges, buildings, on hand rails and in buildings may be impounded by the University Police Department. Replacement locks and storage fees will be the responsibility of the owner. Any bicycle left on campus after residence halls close at the end of the spring semester will be considered abandoned, unless prior arrangements have been made with the University Police Department or the ASU Office of Residential Programs. All abandoned property is subject to impoundment.

B. It is recommended that students take advantage of the engravers located at the University Police Department to mark their bicycles with their driver's license numbers.

Operation ID is a free service provided by the University Police Department's Crime Prevention Unit.

XIII. Skates and Skateboards

A. No person may skate or use a skateboard on or in any university building, structure, stairway, elevated sidewalk, access ramp, step, retaining wall, handrail, mall, bench or other architectural element.

B. Skates and skateboards are prohibited on streets or in parking areas.

C. Skates and skateboards must be operated in a controlled and safe manner. Such individuals must yield the right-of-way to pedestrians, bicyclists, motor vehicles and any device designed to assist in the transportation of persons with disabilities.

XIV. Lost and Found

A. *V.T.C.A., Education Code,* Section 51.213, "Abandoned Personal Property," states: "The governing board of each state institution of higher education, including public junior colleges, is authorized to promulgate rules and regulations providing for the disposition of abandoned and unclaimed personal property coming into the possession of the campus security personnel where the personal property is not being held as evidence to be used in any pending criminal case."

B. All abandoned personal property should be turned-in to the University Police Department. All unclaimed or abandoned personal property of every kind, which shall remain unclaimed for a period of 30 days, shall be transferred to the university property m a n a g e r , who will arrange to pick up the property and, thereafter, handle it in accordance with established procedure for the disposal of surplus property.

C. The University Police Department offers a searchable online lost and found. This service allows individuals to search all property currently in our lost and found. To view the online lost and found, please visit our Web page at asupd.angelo.edu.

Anyone claiming property from lost and found must present a valid photo identification before **claiming** property. Individuals claiming property may also be requested to provide additional descriptions of the item being claimed.

XV. Money Saving Tips

A. Purchase/pick up and properly display your parking permit.

B. Plan ahead, do not wait until the last minute to arrive for class.

C. DO NOT PARK OR STAND IN: FIRE LANES, VISITOR AREAS, DISABLED SPACES OR RESERVED PARKING AREAS.

D. Do not back or pull through a parking space.

E. Display a valid university parking permit **anytime** your vehicle is parked on campus.

F. Respond immediately if you have been issued a citation.

G. Notify the Parking Services Office of any changes in your permit status or vehicles.

H. Do not hang any other items from your mirror other than your valid parking permit or handicap placard.

I. Be sure you provide accurate information when registering your vehicle. Do not guess on any information provided. Providing incorrect information will result in a fine being assessed.

J. Do not park in a designated “reserve” parking lot without the appropriate permit or your vehicle will be towed at the owner’s expense.

K. If you need to have a permit replaced, the old permit must be returned to the Parking Services Office. Failure to do so will require the purchase of a new permit.