

ARTICLE VII. PAYMENT OF FINES

1. Payments must be made at Campus Police within 7 days of the date on the citation. If not paid within the specified time, the citation **DOUBLES** and is forwarded to the Business Office for collection. Once a fine has doubled, it must be paid at the Business Office in the Administration Bldg.
2. **Extensions on payment deadlines** can be arranged only if the person makes the necessary arrangements with Campus Police within the initial 7-day period.
3. The person in whose name a parking permit is issued will be held responsible for any violations involving that vehicle.

ARTICLE VIII. SUSPENSION OF PRIVILEGES

1. The term **SUSPENSION** means not being allowed to park or operate **any** motor vehicle on college property. A suspended vehicle can be cited if driven by a different person, and a suspended person can be cited if observed operating a different vehicle on campus.
2. Persons who receive 5 or more citations are subject to suspension of their parking and driving privileges on campus until the end of the school year.
3. Once a suspension is in effect, the violator is subject to being issued a citation for each act of violating the suspension. The first violation of a Suspension order results in a \$50.00 fine, and subsequent violations of the order results in a \$100.00 fine per violation.

ARTICLE IX. CITATION PENALTIES

1. **\$25.00 Violations** 30 Minute parking
2. **\$50.00 Violations** Reserved Space Violations, Visitor Space Violations, Parking a vehicle on grass or sidewalk, Improper Parking, Parking inside a closed/barricaded area, parking in an LE-FE designated space, Initial citation for violation of parking suspension.
3. **\$75.00 Violation** Unregistered vehicle.
4. **\$100.00 Violations** Parking in a Handicapped Space, Driving across campus, Parking in a fire lane/red curb, Subsequent citations for violation of a suspension order.

ARTICLE X. VIOLATIONS BILLED TO THE STUDENTS ACCOUNT IN EXCESS OF \$400.00 WILL BE HANDLED BY THE PEER JUDICIAL BOARD. The sanctions include but are not limited to:

- 1st Offense:**
- A. Written Disciplinary Reprimand
 - B. Written parental notification within 7 days.
 - C. Paying of fines to Student Life Office in 30 days.
- 2nd Offense:**
- A. Disciplinary Probation
 - B. Written parental notification
 - C. Community Service (Minimum 10 hours)
- 3rd Offense:**
- A. Suspension of 1 semester
 - B. Written parental notification
- 4th Offense:**
- A. Expulsion
 - B. Written parental notification

Definitions are outlined under Sanctions in the Environment

8/14 Revised (ACPD)

Austin College



Motor Vehicle Rules and Regulations

AUSTIN COLLEGE CAMPUS POLICE

Motor Vehicle Rules & Regulations

ARTICLE I. POLICY STATEMENT

The control of traffic and parking is a necessary part of the efficient operation of the institution. Each community member should schedule adequate time in their daily routine to park properly, either on campus or on an area street, and still arrive at their destination on time. **As a member of the Austin College community please familiarize yourself with the rules contained in this manual, and abide by them at all times.**

1. DEFINITIONS:

MOTOR VEHICLE includes automobiles, trucks, motorcycles, motorbikes, and scooters.

COLLEGE PROPERTY includes all property owned/under the control of Austin College.

VISITOR, as used to designate specific parking areas, applies to persons who are not part of the college community. **FACULTY, STAFF, AND STUDENTS (REGARDLESS OF RESIDENCE STATUS) ARE NOT CONSIDERED VISITORS TO THE CAMPUS.**

- Austin College Parking Rules and Regulations apply to everyone operating a vehicle on college property.
- No person will operate any motor vehicle on campus without a valid driver's license and proof of liability insurance.
- All vehicles driven or parked on college property must meet all current inspection and registration requirements of the State of Texas, or the state in which the vehicle is currently registered.
- Austin College is not responsible for loss or damage to vehicles while parked or operated on its property.
- Parking Rules and Regulations are enforced 24 hours a day, 7 days a week by the Austin College Police Department.
- Automobile accidents (including one-vehicle accidents) which occur on college property should be reported to the Austin College Police Department **prior to moving the vehicle(s)**. ACPD will usually only investigate an automobile accident if it is a hit and run, involves college property, an intoxicated driver, or if there is an injury or death. Officers will respond to other accidents and distribute the needed forms, whenever requested.
- All vehicles will be operated in a safe manner at all times. **LACK OF A PARKING SPACE DOES NOT JUSTIFY VIOLATION OF ANY PARKING REGULATION.**

ARTICLE II. VEHICLE REGISTRATION

- All Students, Faculty and Staff, or persons employed on the campus who operate a motor vehicle on College property, must register their vehicle (s) with the Campus Police Department. Vehicle Registration helps ACPD locate the user, when contact must be made.
- A vehicle is properly registered if the appropriate parking permit has been properly affixed to the lower inside corner of the windshield on the passenger side. (On the front fork of motorcycles, mopeds, etc.)
- Vehicles not properly registered will be charged an additional \$75.00 fine whenever cited for any other violation.

ARTICLE III. CAMPUS VISITORS

- All visitors to the campus are expected to comply with the Austin College Parking Rules and Regulations, and are allowed to park in a regular parking space of the parking lot nearest their destination.
- Visitors with 3 or more citations, and after being warned, will be subject to the Impoundment Policy and are liable for all associated charges (fine, towing fee, storage, etc.)
- The parking lot south of the Adams Center has been designated as the "Visitor" parking area for approved special events, which are occasionally held on campus. During these approved special events an official notification will be sent out from Campus Police in-

forming the campus that the lot will be closed on the effective dates/times. Vehicles that are parked in the parking area during the closed times, that are AC Community members, will receive a parking citation. When not being used for visitors this parking area will be designated general parking, with the exception of the designated visitor spaces along the east curb.

ARTICLE IV. RULES GOVERNING PARKING AND VEHICLE OPERATION

- DISABLED PARKING SPACES** are reserved for individuals who meet the Texas Transportation Code, Sec. 681.001—004. The vehicle must bear the approved license plates or placard, and by law, must be driven by or used to transport the approved individual.
- ZAUK CIRCLE** may only be used by the AC community between 5 p. m. and 7 a. m. on weekdays and all day Saturday and Sunday. **Weekdays between 7 a. m. and 5 p. m., faculty/staff/student vehicles parked in the Zauk Circle will be subject to immediate citations.**
- FIRE LANES** are designated with Red Paint and White Lettering. No one is permitted to park in any Red Curb **Fire Lane** area at any time as these are for emergency vehicles only. Vehicles parked in these areas are subject to immediate citation.
- PROPER PARKING.** Vehicles must be parked so that the entire vehicle is within a single marked space, without taking up more than one space, or keeping other vehicles from being able to park in adjacent spaces. Striped zones at the end of parking rows are hazard areas meant to stay open at all times, but may be used by 2-wheeled cycles and scooters.
- Anytime a vehicle is inoperable for any reason and must be left in an area subject to a citation, the owner or operator is expected to notify Campus Police (Ext. 2555) immediately regarding the vehicle problem, and advise when the vehicle is expected to be moved.
- Vehicles are only allowed on designated parking lots, driveways and streets. Do not park or drive on any campus sidewalks, turf, or any designated area for grass, landscaping, etc.
- Depending on circumstances, the owner/operator of a vehicle in violation may receive a citation in one or more of the following ways: (a) in person, (b) through campus mail, and/or (c) a citation placed on the vehicle.
- Vehicles parked parallel along a curb can be no more than 18 inches from the curb, and must be parked on the same side of the street as the flow of traffic (not facing oncoming vehicles).
- RESERVED SPACES** include any parking space designated for a specific use, such as DOCTOR, CARSHARE, AREA COORDINATOR, etc. and are enforced at all times.
- Parking limitations may be imposed by Campus Police as required by the situation that prevails (emergency situations) without any advance notification. However, advanced notification will be given whenever possible.**
- Low Emitting and Fuel Efficient (LE-FE) Vehicle Parking**—Vehicles parked in the spaces designated for Low Emitting and Fuel Efficient Vehicles that do not meet the criteria specified for that type of vehicle are subject to receiving a citation for Improper Parking. Currently, the only LE-FE designated spaces are in Abell Parking Lot, north of the IDEA Center. For the purpose of this Section, low-emitting vehicles are defined as vehicles that are classified as Zero Emission Vehicles (ZEV) by the California Air Resources Board. Fuel-efficient vehicles are defined as vehicles that have achieved a minimum green score of 40 on the American Council for an Energy Efficient Economy (ACEEE) annual vehicle rating guide.

ARTICLE V. APPEAL PROCESS

- If a person decides to appeal a citation, the appeal must be initiated within the first 7 days after the date on the citation. To initiate an appeal, **the person receiving the citation must apply in person within the time frame specified**, at the Campus Police Department, Jackson Technology Center, during business hours.
- If the appeal is accepted as valid, it will be reviewed by the Police Chief or referred to PJB. The requester will be notified of the date and time when the Peer Judicial Board plans to review the appeal, and is expected to be present at the hearing.

ARTICLE VI. IMPOUNDMENT OF VEHICLES

- The term IMPOUNDMENT includes either immobilization or removal from campus.
- Austin College assumes the right to move or impound any vehicle operated or parked in violation of College regulations.
- The owner/operator of the vehicle is responsible for the costs related to the impoundment.