



Parking and Traffic Regulations

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Preface

[Print Parking and Traffic Regulations /Campus Parking Map](#)

This document provides guidance and policy information concerning parking and traffic rules for the University of the Incarnate Word (UIW). The intent of these guidelines is to provide for the efficient operations of the UIW parking and traffic program, and to ensure the safety and welfare of all students, employees, and visitors while operating or parking a vehicle on campus. UIW adheres to and enforces applicable state laws, city ordinances and UIW parking and traffic regulations. The UIW Police Department is authorized to enforce provisions of this policy.

Parking is enforced Monday through Friday during the Fall and Spring Semesters (excluding UIW recognized holidays).

- In Premium Lots from 7:00am to 7:00pm
- In Economy and Off-campus lots from 8:00am – 5:00pm

It is the responsibility of visitors, vendors or UIW affiliates to know and follow the regulations set forth by this document.

The University of the Incarnate Word (UIW) is not liable for damage or theft to any vehicle parked and/or operated on any of the campuses or off-site properties. Your virtual parking permit allows you to park your vehicle in a paid designated area on UIW campus or off campus lots/properties. No care, custody or care of your vehicle or its contents is assumed by UIW, and UIW is not responsible for any fire, theft, damage or loss. Only an authorization to park is granted by permit, and no bailment is created.

UIW reserves the right to tow and/or immobilize/boot any vehicle parking illegally or with excessive citations/fines. The University, its officers, agents, and employees are not responsible or liable for any loss, damage incurred because of removal and/or impounding, or immobilization of any vehicle.

Parking of non-operative vehicles or vehicles purchased for resale or trade is prohibited on the UIW Campus.

1. Parking

1.1. Instructions to register vehicle

1. **Students and Employees need to access Cardinal Cars via the Cardinal Apps portal**
2. Login to Cardinal Apps portal using Cardinal email username and password.
3. Select the *Cardinal Cars* icon.
4. Read and agree to Parking Rules and Regulations.
5. Click on '*Get Permits*'
6. Select a permit from the list and agree to the term, click '*Next*'.
7. Enter vehicle information by clicking '*Add Vehicle*'. If using a vehicle previously registered, check the box next to the vehicle and click '*Next*'.
8. Verify the permit information in the cart, and select method of payment, verify email address, then click '*Submit*'.

1.2. Payroll Deduction Instructions

1. Click Cardinal Apps portal
2. Click Cardinal Cars
3. Click '*Get Permit*' to select your permit type
4. Select the desired permit and click "*Next*" to proceed
5. Select/add vehicle
6. Select "Payroll Deduction" or select your payment method
7. Select "*Submit*" to complete request

1.3. American Disabilities Act (ADA) Parking Permits

1.3.1. Students & Employees

UIW ADA permits must be verified and approved by the Business Office. State issued documentation must accompany ADA (Disability) permit request. Verification can be submitted via email (busad@uiwtx.edu) or in person.

The fraudulent use of another person's ADA placard may result in a fine and the revocation of all parking privileges.

1.3.2. “Temporary” ADA

Temporary ADA parking access must be approved by the State and the approved documentation scanned/mailed to the UIW Business Office (busad@uiwtx.edu) to request UIW Temporary ADA permit. A temporary ADA permit will only be granted for maximum of 30 days with a medical certification.

1.3.3. UIW Guests

UIW guest needing to utilize ADA parking spaces should stop by the Visitor Information and Parking Office for a day pass to avoid any citations for not having a permit.

1.3.4. Disabled / Decorated Veterans

- Students or employees whose vehicle displays the military specialty license plate issued by the Texas Department of Transportation (TXDoT). Upon registration of vehicle and proper validation of license plate the veteran is eligible to receive a University parking permit at no cost for which they are eligible. This privilege applies to the veteran (registered student or current employee) **ONLY. The fraudulent use of another person’s DV placard may result in a fine and the revocation of all parking privileges.**
- Veterans must do the following
 - Register their vehicle via Cardinal Cars
 - Select their permit type
 - Will be required to provide proof of the Vehicle Registration (TXDoT) and proper identification to the Business Office for final approval. Documentation must be scanned/mailed busad@uiwtx.edu

1.4. Payment Options

- All student accounts will be assessed a parking charge at the time of vehicle registration. All vehicles must be registered and acquire a virtual permit to park on any university property/parking lots.
- The option to order a virtual permit will remain open during the school year and student/employee accounts will be charged at the time of the order.
- UIW full-time employees are required to provide payment at time of registration or may opt to use payroll deduction on either a pre-tax or a post-tax basis. For payroll deduction, the cost of the permit is deducted according to your payroll cycle (monthly/biweekly).
- Part-time employees are required to purchase a virtual permit at time of registration (payroll deduction is not offered). Contact the Business Office at 210- 829-6043 for details.

1.5. Parking Permit Information

Parking on any UIW campus or affiliated parking lots is by **Permit Only**. Parking is a university granted privilege extended to individuals who agree to abide by Incarnate Word parking and traffic regulations. The privilege may be withdrawn from those who demonstrate an unwillingness to adhere to the University's policies and regulations.

1.6. Parking and Permit Definitions and Explanations

1.6.1. Definitions

- Main Campus Parking is “any legal parking space” located on the Broadway campus at 4301 Broadway in San Antonio and its adjacent University owned property. The Main Campus includes Founders Hall and adjacent lot located at 4119 Broadway (entrances on Hildebrand and Broadway). These spaces/lots are divided into Premium Lots/spaces and Economy Lots/ spaces. UIW parking areas are described and defined below.
- Parking Areas are defined as follows:
 - Spaces designated by signs and/or pavement markings.
 - Additional permit parking is available at the International Conference Center area (ICC-1, Ancira, and McCombs).
 - An elevator on the East side of the McCombs Center will transport an individual to an area near Avoca E. The individual can then access the sports complex and Main Campus.
 - Parking is also available at Founders Hall garage and adjacent lot.
- The University provides a shuttle service during the Fall and Spring Semesters.
 - On-Campus Service: from the International Conference area (ICC-1, Ancira, and McCombs) to Mission Plaza (with some stops in between).
 - A- Lot Service: from the parking lots at 106 Groveland and 4100 Broadway (the back half of the parking lot)
 - Watson Bldg. and Township Apts.
- UIW Shuttle Service's Hours of Operation are as follows (excluding UIW recognized holidays):
 - Monday- Thursday, 7:00am-8:00pm
 - Friday- 7:00am-12:00pm (noon)

1.6.2. Parking Area/Level Descriptions

- Premium Area: All general designated parking spaces between Broadway St. and San Antonio River
- Economy Area: All general designated parking spaces between US281/I-37/McAllister Fwy. to the San Antonio River and Founders Hall located at 4119 Broadway
- Off-site Parking Area: (registered vehicles only)
 - First location: All legal spaces in the parking lot at 106 Groveland (furthest east of Subway between Groveland Pl. and Allensworth St.)
 - Second Location: All legal spaces on the backside of the parking lot located at 4100 Broadway (between Allensworth St. & Thorman Pl.)
- Professional Schools, SPS Parking & High School Parking Areas: These parking lots are located at their respective campuses.

1.6.3. Parking Permit Types by designated Parking areas

- **Priority Permit** – Premium Lot Access: all legal spaces (not reserved, labeled or coned) between Broadway St. and the San Antonio River (see map D.01 in Appendix D).
- **Economy C Permit** – Economy Lot Access: all legal parking spaces (not reserved, specially labeled or coned) between the San Antonio River and US281/I-37 (see map D.01 in Appendix D). Includes all legal parking spaces (not reserved, labeled or coned) at Founders Hall located at 4119 Broadway.
- **Disabled Permit** – ADA Parking Access: all legal ADA parking spaces and regular spaces on UIW Main Campus. To obtain a disabled parking permit, an individual must take the necessary documentation to the Business Office. Once documentation is reviewed and verified, a permit will be assigned.
- **A-lot Permit** – Off Campus Lot Access: all legal spaces located at 106 Groveland Place (parking lot furthest east of Subway between Groveland Pl. and Allensworth St.) and the back half of the parking lot located at 4100 Broadway Street (between Allensworth St. & Thorman Pl.)
- **V Permit** – Off-site Employee Permits: allows access to all parking areas on UIW Main Campus (limited Premium Parking access for up to 3 hours) and designated parking areas at each respective campus.
- **Student (HS) Permit** – High School Student Parking Access: allows parking access to student parking areas on each high school campus, economy lot on UIW Main Campus and the off-site lots.

- **M Permit – Motorcycle Parking Area Access**: allows access to park in **designated** motorcycle parking areas in the Agnese/Sosa Garage and in any legal space in the Economy Lot.
- **W/WH Permit – Wellness Center Member Parking Permit**: These permits are for Wellness Center Members **ONLY**. UIW Employees or Students are not eligible for Wellness permits. Allows vehicle to park in all parking areas. **WH** allows for ADA access with same verification restrictions as the “H” Permit.
- **R Permit – Resident Student Parking (Dubuis, Clements, Agnese/Sosa, Watson Loft and Township Apts. ONLY)**: Allows access to all legal parking spaces (not reserved, specially labeled or coned) between the Broadway Street and US281/I-37 (see map D.01 in Appendix D).

Any vehicle parked in a location other than the permit-designated area, is subject to fines, immobilization, or removal. Any questions about the rules and regulations can be directed to the University Parking Office through an email sent to parking@uiwtx.edu.

Questions about the permit pricing are located on the UIW Business Office Website (<https://my.uiw.edu/business-office/parking.html>).

1.6.5 **Automobile Registration Procedures**

- All members of the UIW community (employees and students) parking a vehicle on the UIW campus must register the vehicle online through Cardinal Cars accessible through the Cardinal Apps Portal. The parking permit is valid from the first day of the academic year to May 31. **It is a violation of university policy for employees and/or students to obtain a Wellness Parking Permit (W-Permit).**
- Registration of a vehicle does not guarantee a parking space. Inability to procure a legal parking space is not considered a valid reason for parking illegally.
- If the operator of the registered vehicle requires a disabled parking permit, the operator must provide the Business Office with a copy of the Texas Department of Transportation Receipt and/or the Disabilities Placard and Driver’s license showing the operator has been given permission by the State of Texas to park in disabled designated spaces
- Any employee or student operating more than one vehicle on campus must register each vehicle online through Cardinal Cars. However, only one virtual permit per applicant will be issued. **Only one vehicle per virtual permit is allowed to park at any given time.**

1.6.6 **Prohibited Parking Areas:**

Any vehicle parked in the areas or in a manner listed below is subject to a citation, immobilization (Boot) and/or removal (impound) at the operator and/or owner's expense:

- On any red curb, sidewalk, mall, gravel or lawn,
- In any place designated as a "Loading Zone" or “DeliveryOnly,”

- Beyond the lines designating a legal parking space, (A valid parking space is within the striped stall markings in a paved lot or against a bumper block in a gravel lot. Any area that is not striped, does not have a bumper block in front of it, or is not specifically identified, as a parking space/lot/area is never considered a legal parking space.
- In front of movable barriers or barricades,
- In spaces where cones have been placed,
- In any place marked "No Parking" or "Tow Away Zone,"
- Without a valid permit for any reserved parking spaces/areas as specifically designated by a posted sign,
- For an amount of time more than the posted time limits (i.e.: 30-minute parking),
- At the curb on any street unless signs or pavement marking specifically indicate that parking is permitted,
- In spaces designated for disabled persons unless the vehicle displays the appropriate permit indicating disability status,
- Blocking ramps leading to sidewalks,
- A fire lane defined as red curbs along any street unless signs or pavement markings specifically indicate that parking is permitted,
- Obstructing the normal flow of traffic,
- All bicycles may only park in the designated bicycle racks provided throughout the University campus.

2 Operating Motorized Vehicle on Campus

2.1 Vehicles

The following regulations pertain to all UIW campuses, along with applicable state laws and city ordinances. All motor vehicle operators are subject to the penalties and consequences incurred through violation of state laws, city ordinances and UIW regulations. Only licensed drivers may operate a motor vehicle on campus.

- Maximum permissible speed on campus streets/roadways is **10 miles per hour** (unless otherwise posted). Speed limit in all campus parking lots shall not exceed 10 miles per hour.
- Pedestrians have the right of way on campus roadways. All motor vehicle operators must be alert to pedestrians.
- An operator moving around a rotary traffic island (roundabout) shall drive only to the right of the island.
- A stop sign or yield sign indicates preferential right-of-way at an intersection.
- Stopping, standing, or parking is prohibited in certain places.
 - On the roadway, side of a vehicle stopped or parked at the edge or curb of a street.
 - Impeding access to any disability access ramp.
 - On a sidewalk.
 - In an intersection.
 - In a crosswalk.
 - On a bridge or
 - Where an official sign prohibits stopping.
 - In front of a public or private driveway.
 - Within 15 feet of a fire hydrant.
 - Within 20 feet of a crosswalk at an intersection.
 - Where an official sign prohibits standing.
- No motor vehicles will be operated on any sidewalk, mall or lawn unless officially and specifically directed to by an authorized UIW representative. The approving department must consider safety precautions during this situation.
- Drivers must always operate their vehicle in a same manner, including not allowing any person to sit, hold onto, or otherwise be positioned on the outside of the vehicle.
- Any person operating a vehicle in a reckless manner may be issued a citation and subject to disciplinary action.
- All entrances/exits to the UIW campus, (except for the Main Gate at Burr Road and Broadway) are closed nightly. Incoming and outgoing traffic is monitored from 11:00 p.m. until 4:30 a.m.

Residents must be prepared to provide a valid UIW identification card to enter the UIW campus after 11:00 p.m. Guests may be invited on campus by a UIW resident after providing proper notification to the Incarnate Word Police Department. After 11:00 p.m. all guests must produce valid identification (State Issued Identification card or Driver's License)

before entrance to the campus will be allowed.

2.2 Motorcycles, Mopeds, and Scooters

- Any Motorcycle/ Moped/or Scooter is subject to the same parking rules and regulations of the University as other vehicles.
- Any Motorcycle/ Moped/or Scooter may only park in the designated motorcycle parking areas or a legal parking space.
- Any Motorcycle/ Moped/or Scooter is not allowed to park in the bicycle racks around campus or on sidewalks.
- Any Motorcycle/ Moped/or Scooter must drive on UIW streets and should not utilize campus walkways as roads.
- Any Motorcycle/ Moped/or Scooter owner is required to purchase a motorcycle parking permit for their vehicle.
 - The permits can be ordered through Cardinal Cars
 - Motorcycles, mopeds and scooter permits must have their license plates displayed.

2.3 Bicycles

- Bicycle must be parked and secured in the designated bicycle-rack locations offered throughout the campus.
- Unclaimed bicycles will be classified as abandoned property and removed from campus 60 days after the end of the springsemester.

2.4 Skateboards

- Skateboards may be used as student transportation across campus
- Skateboard users should be mindful of their environment and always give the right of way to pedestrians.
- Skateboard users should refrain from any type of acrobatics or grinding on UIW property.
- Prohibited areas of skateboard usage:
 - All parking Garages
 - All stairwells

3 Ticket and Appeal Information

3.1 Parking Ticket/Fines

Parking citations are the responsibility of the vehicle owner/operator or the permit holder. Upon receipt of a citation, Current Student / Employees: pay online through the ePayment center. Non-UIW / Visitor: pay through the T2 portal. Payment is due within ten (10) calendar days (excluding school holidays). Failure to make payment of citations will result in a hold preventing future registration and receipt of official records. For payment questions, please contact Business Office at busad@uiwtx.edu or (210)829-6043.

3.2 Appeal Process

Any person, who receives a citation and believes his /her receipt of the citation unwarranted, must follow the procedures below. All appeals must be submitted within ten (10) calendar days of the issuance of the violation. Failure to appeal a citation within ten (10) calendar days will result in a loss of appeal option. Such an appeal must detail the circumstances surrounding the violation and specific reasons for requesting a reassessment of the citation's fine.

- **Procedures on filing an Appeal**

- **Current students and employees:**

- All appeals must be submitted through Cardinal Cars located within your Cardinal Apps Account
 - <https://apps.uiw.edu>

- **Former Students and Non-UIW affiliated guests:**

- All appeals must be submitted through Cardinal Cars:
 - <https://my.uiw.edu/business-office/parking.html>
 - The ticket # (ex: 999999999)
 - Provide the reason for appeal (reason for visit to UIW and reason for parking in the location where ticket was received).

- All appeals will be given due consideration. Any appeals containing vulgar or profane language may result in automatic denial.
- An email with the decision will be sent to current students, faculty, and staff who submit an appeal through Cardinal Cars. **The decision is final.**
 1. Appeal Approved: the fine/fee is dismissed; the Business Office will reimburse any payments made.
 2. Appeal Denied: the fine/fee due. The recipient of the ticket is responsible for the full amount payable at the BusinessOffice.

4 General Parking Information

4.1 Visitor Information and Parking Office

The Visitor Information and Parking Office is located at the Broadway entrance of Mission Plaza and adjacent to the Administration Building.

4.1.1 Parking Office Contact Information:

Office Hours: Monday-Friday, 8:00am-7:00pm (Closed on weekends and holidays)

Phone: 210-283-5066

Submit any additional questions to parking@uiwtx.edu

4.2 Temporary Parking Permits

Any vehicle parked on UIW property must have a parking permit. To obtain a temporary parking permit, *visitors, vendors or UIW Affiliates* must register for a guest permit at <https://uiw.t2hosted.com>.

5 Immobilization (Booting) and Towing

5.1 Immobilization

5.1.1 Immobilization (Booting) Vehicles

Vehicles may be immobilized (booted) or towed for, but not limited to, the following:

- Parking in a Fire Lane
- Parking in disability spaces without proper state issued permit/plate
- Parking in areas that have been reserved/cordoned off by university officials
- Excessive parking fines
- Other violations of the Parking & Traffic Regulations

5.1.2 Procedures for claiming an immobilized vehicle during regular business hours:

- **UIW student/employee or visitors to UIW:**
 1. Go to the Business Office and sign vehicle agreement form
 2. Make arrangements for any outstanding citations and register your vehicle
 3. Go to the Visitor Information and Parking Office
 4. Read and sign release document
 5. Present release receipt to the attendant

5.1.3 Procedures for claiming an immobilized vehicle After Hours, Holidays or Weekends:

- **UIW student/employee:**
 1. Present a UIW ID to the attendant
 2. Once vehicle is claimed, all fines and fees related to the vehicle will be added to the student's account the following business day.
- **Non-UIW student/employee**
 1. Individual must wait until the next Business Day during normal business hours and pay any fines and fees to the University of the Incarnate Word Business Office.
 2. Present the receipt to the attendant
 3. Read and sign release document

5.2 Tampering or Destruction of Immobilization device (Boot)

Any person tampering with, destroying or in possession of an immobilization device/boot, without permission will be subject to criminal charges and/or fines and fees. (Fees will vary according to the replacement and shipping costs).

5.3 Towing

5.3.1 Towing/impounding of Vehicles

Vehicles may be towed for, but not limited to, the following:

- Parking in a Fire Lane
- Parking in disability spaces without proper state issued permit/plate
- Parking in areas that have been reserved/cordoned off by university officials
- Excessive parking fines
- Other violations of the Parking & Traffic Regulations

5.3.2 Towing/impounding of Inoperable Vehicles

Vehicle may be towed for, but not limited to, the following:

- A vehicle that is wrecked, dismantled, or partially dismantled
- A vehicle that has been converted to another use
- A vehicle that is kept in such manner that any reasonable person would believe that it has been inoperable for an extended period
- A statement by the property owner or occupant that the vehicle is inoperable

5.3.3 Procedures for claiming a towed/impounded vehicle

- Vehicles towed/impounded by UIW are transported and stored by Creswell's Wrecker Service (315 Rivas St., San Antonio, Texas 78207 (210.227.7379).
- All fines and fees owed to UIW must be paid in full prior to claiming the vehicle from Creswell's Wrecker Service
- Separate from fines and fees owed to UIW, the owner/operator of the impounded vehicle is also responsible for all fees incurred due to the towing and storage of the vehicle.

Towing/removal or immobilization (booted) may occur for any infraction of violations listed or not listed in this document.

6 Miscellaneous Information

6.1 Additional General Parking provisions

6.1.1 Parking

The UIW Chief of Police may authorize the closing of parking lots or portions thereof on a temporary basis. Failure to observe temporary and/or specific restrictions may result in an assessment of penalties deemed appropriate to include fine/fees.

6.1.2 Event Parking:

UIW hosted events are subject to a parking fee per vehicle. The price for parking on the UIW Main Campus lots during a special event will vary based on the event (i.e., football).

6.1.3 Closures/ Reserved Parking:

UIW reserves the right to secure parking spaces for events/ construction/ other general needs. Any vehicles in these areas are subject to fines, fees, and towing & impounding at owner/operator's expense. UIW Parking Staff will make efforts to contact the owner/operator of the vehicle before towing, unless conditions dictate that immediate removal is necessary.

6.1.4 Reserved Parking Space/Lot Request

- Spaces are reserved on a first come first served basis. No more than 10 spaces in the premium lots may be reserved daily. Request alone does not guarantee approval and must be made a minimum of two (2) business days in advance (excluding holidays). Request form (found in Appendix C) must be completed and sent to temparking@uiwtx.edu. An email stating approval status will be sent to the requestor.
- Request for more than 10 spaces to include entire lots requires the approval of the Parking Office. These requests must be received a minimum of seven business days (excluding holidays) prior to when needed.
- Once the spaces or lot has been reserved, requestor assumes the responsibility of maintaining the spaces/area for their guests/event. If requested by the requestor, staffing can be provided by UIW PD, for a fee, to ensure the integrity of the reservation. For pricing, contact UIW PD Chief of Police or Assistant Chief of Police.
- For large area reservations, the department or organization requesting the reservation of a large parking area/lot, must show proof that notification was communicated to the UIW Community (students and employees) at least 5 business days (excluding holidays) prior to the closure of the area/lot. Failure to notify the community will result in the department or organization accepting any cost incurred for the removal and storage of the vehicle(s) in the reserved area.

6.2 Parking for UIW Off-Campus Affiliates

6.2.1 Off-Campus Employees:

- Vehicle must be registered via Cardinal Cars to park in any legal space on the UIW campus.
- Each UIW off campus site may have designated areas for the various permits issued; employees may park in designated parking areas at each respective site.
- Employees are expected to comply with State Law, City Ordinances, UIW Traffic & Parking Regulations and any added regulations of the employee's respective campus.
- Failure to comply with these rules and regulations may result in a citation being issued to the employee's vehicle and a fine/fee assessed to the employee's UIW account.

6.2.2 Professional and Off-Campus Students (including SACHS):

- Must have vehicle registered via Cardinal Cars and may park, on the UIW campus in the Economy Lot (any legal parking space between the San Antonio River and US281/I-37)
- Failure to comply with these rules and regulations may result in a citation being issued to the student vehicle and a fine/fee assessed to the student's account.
- Each campus has its designated areas for the various permits issued on the respective campus. Students are expected to comply with State Law, City Ordinances, UIW Traffic & Parking Regulations and any added regulations of students' respective campus.

6.3 Wellness Center Members:

- Wellness center members are required to register their vehicle to park on the UIW campus.
- Speak to the Natatorium/Wellness Center management for permit application process.
- By accepting membership, the member accepts the responsibility to comply with UIW rules and regulations governing the use and parking of motor vehicles on the campus.
- Wellness members understand and agree to comply with any State Law and local City Ordinances.
- Failure to comply with these rules and regulations may result in a citation and a fine assessed to the member's account.

6.4 Additional Traffic Provisions

6.4.1 Traffic Control

The UIW Police Chief may authorize any means of traffic control not covered by this regulation, when deemed necessary and prudent, to include redirecting traffic off campus. Failure to observe temporary and/or specific instructions or failure to obey a UIW Police Officer while directing traffic may result in an assessment of penalties deemed appropriate to include fines/fees.

6.5 Penalties for Non-Compliance

6.5.1 Continued Defiance of Regulations

Should student or employee consistently fail to comply with any traffic and/or parking regulations to the point of becoming a disciplinary problem, The UIW Police Chief may bring the situation to the attention of the appropriate dean or supervisor.

6.6 Overnight and Afterhours Information

6.6.1 After-hours Entry

- Between the hours of 11:00 PM – 4:30 AM, the UIW Police close all the campus gates diverting all traffic to enter campus at the Burr Road/Broadway Street entrance.
- Upon entry, the UIW Police Officer will request to see a valid picture ID (UIW ID or Driver's License) before entry onto campus is considered.
- UIW residents are permitted may come and go without restrictions. Employees and non-resident students must have an ID and proper documentation to enter campus between 11:00PM and 4:30AM. All other individual requiring after-hours campus access must be a guest of a current UIW resident student living on the main campus. Any non-resident individual attempting to enter campus without identification or proper documentation will be denied access.

6.6.2 Overnight, Weekend, and Holiday Parking

- Vehicles parked on UIW Campus between 7:00PM and 7:00AM Monday thru Friday and on weekends and holidays do not need a parking permit.
- Vehicles parked on UIW Campus between 7:00AM – 7:00PM Monday thru Friday must have a valid permit.
- If the vehicle arrives after normal business hours and is parked on campus during normal business hours, go to the Visitor Information and Parking Office at 8:00AM to obtain a temporary parking permit.

Appendix A: Fines and Fees

1. Parking Violations

- a. No Permit Displayed_____ \$100
- b. Parked in lot without correct permit_____ \$60
- c. Parked at an expired meter_____ \$25
- d. Not a Parking Space_____ \$50
- e. No Parking Zone_____ \$50
- f. Reserved Parking_____ \$50
- g. Fire Lane (impeding or parked)_____ \$100
- h. Double parked (Obstructing a second parking space_____ \$50
- i. Parked Obstructing Roadway or Emergency_____ \$50
- j. Parked blocking an ADA accessible ramp/lane_____ \$225
- k. Parked in an ADA designated space/area_____ \$225
- l. Improperly parked bicycle_____ \$50
- m. All other fines not listed_____ \$40

2. Additional Fines/Fees

- a. Tampering with Boot/Immobilization Device_____ \$250
- b. Boot Replacement Fee_____ Market Cost + Shipping

These fines are subject to change without notice

Appendix B: What to do if involved in a Motor Vehicle Crash/Accident

B.01 On Campus:

If involved in a motor vehicle accident on the UIW campus (personal or University vehicle)

- Check for injuries to anyone involved.
 - Injuries:
 - Call the Incarnate Word Police Department (UIWPD) at 210.829.6030 or 9-1-1 immediately.
 - No injuries:
 - Move the vehicles out of traffic if possible.
- Call the UIWPD (210.829.6030). An officer will be dispatched to take the report.
- Make sure to provide a valid driver's license and current insurance.
- Tell the officer exactly what happened.
- If vehicle was struck while unattended (owner not present when it happened), call the UIWPD immediately upon discovery.
- The UIWPD Officers will complete a Damaged Property report or the Texas Peace Officers Crash Report.
- Reports are available 5-10 business days after the accident is reported.
- Reports may be purchased for \$5.00 (exact change only) per report at the Campus Police Office during normal business hours. (Monday- Friday, 9:00am-4:00pm)

B.2 Off Campus:

If involved in a motor vehicle accident off campus (personal or University vehicle)

- Check for injuries to anyone involved.
 - Injuries:
 - Call 9-1-1 immediately.
 - No injuries:
 - Move the vehicles out of traffic if possible.
- Call the local police to file a report, or 9-1-1 if unsure, which Police department has jurisdiction.
- Make sure to provide a valid driver's license and current insurance.
- Tell the officer exactly what happened.
- If vehicle was struck while unattended (owner not present when it happened), notify the police department immediately upon discovery.
- **University Vehicles:**
Follow protocol established in the University of the Incarnate Word Employee Handbook, Appendix 2

C.01 UIW Lot Closures for UIW Festivals, Home Football Games, Corporate Cup & Alamo Heights Night

During the set up and the events, there will be no in/out traffic to the Avoca Apartments.

It is suggested that the residents of Avoca use McCombs Garage for parking during these events.

