

University of the Incarnate Word

Parking and Traffic Regulations

2009-2010

The purpose of the University of the Incarnate Word Parking and Traffic Regulations is to provide for the safety and welfare of all students, employees and visitors. UIW adheres to and strictly enforces applicable state laws, city ordinances and all University regulations pertaining to motor vehicles and bicycle operation, traffic, and parking. UIW Parking Regulations are enforced at all times on the Campus. Parking by Permit is enforced at all times during the Fall and Spring Semesters when classes are in session with the exception of the UIW Kathleen Martin Watson Enrollment Center parking spaces which are in effect at all times. The Incarnate Word Police Department is authorized to enforce such laws, ordinances and regulations.

The chart below describes the parking tiers and the appropriate locations for parking for each tier.

P Permit This permit allows you to park in any legal parking space (not reserved, specially labeled, or coned) on the UIW Campus, except the UIW Kathleen Martin Watson
Priority Enrollment Center parking spaces.

C Permit This permit is issued to students and allows you to park in any legal parking space (not reserved, specially labeled, or coned) in the campus parking area from the San Antonio River westward to US 281 / I-37 and between Hildebrand to the north edge
Commuter of campus and in the Premium Lots after 5:00 PM and before 8:00 AM., Monday through Friday.

X Permit This permit is issued to employees and allows you to park in any legal parking space (not reserved, specially labeled, or coned) in the campus parking area from the San Antonio River westward to US 281 / I-37 and between Hildebrand to the north edge
Employee of campus and in the Premium Lots after 5:00 PM and before 8:00 AM., Monday through Friday.

R Permit This permit allows you to park in any legal parking space (not reserved, specially labeled, or coned) on the UIW Campus, except the UIW Kathleen Martin Watson
Resident Enrollment Center parking spaces. All Resident students are required to purchase this permit

E Permit This permit allows you to park in any legal parking space at the UIW Kathleen Martin Watson Enrollment Center (not reserved, specially labeled, or coned) and in
Enrollment Center any legal parking space (not reserved, specially labeled, or coned) on the UIW Campus.

W Permit This permit allows you to park in any legal parking space (not reserved, specially labeled, or coned) on the UIW Campus except the UIW Kathleen Martin Watson Enrollment Center parking spaces.

Y Permit This permit allows you to park in any legal parking space (not reserved, specially labeled, or coned) at the Feik School of Pharmacy Building, and in any legal parking space (not reserved, specially labeled, or coned) in the campus parking area from the San Antonio River westward to US 281 / I-37 and between Hildebrand to the north edge of campus and in the Premium Lots after 5:00 PM and before 8:00 AM., Monday through Friday.

S Permits This permit allows you to park in any legal student parking space (not reserved, specially labeled, or coned) at your respective high school (Incarnate Word High School/St Anthony Catholic High School) and in the campus parking area from the San Antonio River westward to US 281 / I-37 and between Hildebrand to the north edge of campus.

F Permits This permit allows you to park in any legal faculty parking space (not reserved, specially labeled, or coned) at your respective high school (Incarnate Word High School/St Anthony Catholic High School) and in any legal parking space (not reserved, specially labeled, or coned) on the UIW Campus, including the UIW Kathleen Martin Watson Enrollment Center parking spaces.

D Permits This permit allows you to park in any legal parking space (not reserved, specially labeled, or coned) at the School of Optometry, located at our Northwest Center on Datapoint, and in any legal parking space (not reserved, specially labeled, or coned) in the UIW campus parking area from the San Antonio River westward to US 281 / I-37 and between Hildebrand to the north edge of campus and in the Premium Lots after 5:00 PM and before 8:00 AM., Monday through Friday.

G Permits This permit allows you to park in any legal parking space (not reserved, specially labeled, or coned) at SACHS and in any legal parking space (not reserved, specially labeled, or coned) in the UIW campus parking area from the San Antonio River westward to US 281 / I-37 and between Hildebrand to the north edge of campus and in the Premium Lots after 5:00 PM and before 8:00 AM., Monday through Friday.

Campus Parking is “any legal parking space” between Broadway and US Hwy 281/I-37 and between E. Hildebrand and the northern edge of the UIW Campus. These spaces/lots are divided into Premium Lots/spaces and Economy Lots/spaces. UIW parking areas are described and defined below. Permits are required and enforced during the Fall and Spring Semesters when classes are in session.

Premium Lots /Parking Spaces All legal spaces (not reserved, specially labeled, or coned) between Broadway and the San Antonio River as shown on the UIW Parking Map (<http://www.uiw.edu/police/documents/CompletedUIWMapforParkingPermits.pdf>).

Economy Lots/Parking Spaces Any legal parking space (not reserved, specially labeled, or coned) from the San Antonio River westward to US 281 / I-37 and between Hildebrand to the north edge of campus as shown on the UIW Parking Map (<http://www.uiw.edu/police/documents/CompletedUIWMapforParkingPermits.pdf>).

Feik School of Pharmacy Any legal parking space (not reserved, specially labeled, or coned) in the garage and lots surrounding the Feik School of Pharmacy Building located at as shown on the UIW Parking Map (<http://www.uiw.edu/police/documents/CompletedUIWMapforParkingPermits.pdf>).

UIW Kathleen Martin Watson Enrollment Center Any legal parking space in the UIW Kathleen Martin Watson Enrollment Center parking lot (not reserved, specially labeled, or coned). This parking area requires an ‘E’ Permit **only**.

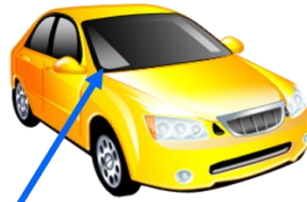
Metered Parking Spaces All parking spaces located near the Administration Building using a Meter to determine the amount of time a person parks in a space. The meters are 1 hr meters. An individual may receive a ticket for an expired meter every hour that the meter remains expired.

Any vehicle parked in a location other than designated is subject to fines and immobilization. Any questions about the rules and regulations can be directed to the University Police Department.

Questions about the cost per Permit should be directed, in writing, to the Business Office so that they may be routed to the proper Administrators.

Where to place the permit?

The parking permit must be affixed to the passenger side front lower corner of windshield of a registered vehicle. The sticker affixes to the inside of the windshield.



Sticker goes here on the inside of the windshield.

Automobile Registration Procedures

All members of the UIW community (employees, students and Alumni) operating any vehicle on the UIW campus must register the vehicle with the Business Office. The Parking Permit is valid from June 1st to May 31st. The permit fee will be charged to your account by semester. **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 is disabled, 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 that the operator has been given permission by the State of Texas to park in Handicap designated spaces.
- The current parking permit must be made visible this includes the Permit letter and number to the Incarnate Word Police at all times when the registered vehicle is parked on campus. **Failure to display the permit properly may result in a fine.**
- A lost or stolen permit must be reported immediately to the Incarnate Word Police. The permit will immediately be canceled and any vehicle utilizing or displaying the canceled permit will be subjected to the same penalties as any other unregistered vehicle. A replacement permit may be obtained from the UIW Business Office at the full fee.
- Any employee or student operating more than one vehicle on campus must register each vehicle with the Business Office. However, only one permit per applicant will be issued. That permit will be transferable between vehicles provided those vehicles are properly registered to the same operator.

Traffic Laws, Speed limits and Vehicle Operation

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.

- **Maximum permissible speed on campus streets is 10 miles per hour** (unless otherwise posted). Speed limit in all campus parking lots shall not exceed 10 miles an hour.
- Pedestrians have the legal right of way at all times, even in unsigned areas. All motor vehicle operators must be alert to pedestrians and yield the right of way immediately.
- An operator moving around a rotary traffic island 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 handicap ramp
- On a sidewalk;
- In an intersection;
- On a crosswalk;
- On a bridge or
- Where an official sign prohibits stopping.
- An operator may not, except momentarily to pick up or discharge a passenger, stand or park an occupied or unoccupied vehicle:
 - 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 specifically directed to by an Officer of the Incarnate Word Police.
- No motor vehicle operator will operate his/her vehicle while any person is sitting on, holding onto or otherwise positioned on the outside of the vehicle.
- Any person operating a vehicle in a reckless manner (as determined by an Incarnate Word Police Officer) may be stopped, issued a citation, referred to student life for Administrative Action, and/or subjected to a sobriety test to determine level of intoxication, if any. Positive intoxication testing may result in the arrest of the vehicle's operator, transportation to a county facility and impounding of the vehicle.
- All entrances/exits to the UIW campus, (with the exception of the Main Gate at Burr Road and Broadway) are closed nightly. Incoming and outgoing traffic is monitored by an Incarnate Word Officer each night from 11:00 p.m. until 5:00 a.m. Residents must present a valid UIW identification card in order to enter the UIW campus after 11:00 p.m. Guests may be invited on campus by a UIW resident after 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.

The University of the Incarnate Word is not liable for damage or theft to any vehicle parked and/or operated on any of the campuses.

Parking

Any vehicle (registered or unregistered) parked in the areas or manner listed below is subjected to citation and immobilization (Booted) or removal (impounded) at the operator's and/or owner's expense:

- On any red curb, sidewalk, mall or lawn,
- In any place designated as a "Loading Zone",
- Beyond the lines designating a legal parking space,
- In front of movable barriers,
- 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,
- With a parking permit not affixed/displayed properly,
- For an amount of time in excess of the posted time limits (EX: 30 minute metered 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,
- A person may not stop, stand, or park a bicycle on a sidewalk

Towing or immobilization (Booted) may occur for any infraction of the above violations.

The University, its officers, agents, and employees are not responsible or liable for any loss or 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. Any vehicle displaying a replicated parking permit is subject to being immobilized and its owner may be charged with Theft of Service (TX P.C. 31.04)

Traffic & Parking Violation Citations

The Incarnate Word Police are authorized to issue citations for violations. Parking fines are the responsibility of the vehicle permit holder. Upon receipt of a citation, payment is to be made to the University of the Incarnate Word Business Office. Payment is due within ten (10) calendar days (excluding school holidays). Students failing to make payment of fines may be blocked from future registration and receipt of official records.

Fine Schedule:

Parked on campus w/o Permit	\$60.00
Parked in Premium Lot without proper permit	\$40.00
Parked at an expired Meter(See Metered Parking for additional fees)	\$10.00
Not a Parking Space / No Parking Zone	\$30.00
Reserved Parking	\$30.00
Parking in a Fire Lane	\$50.00
Double Parked (taking two spaces)	\$30.00
Parking in Disabled or Handicap Area	\$100.00
Blocking a Handicap Lane	\$100.00
Blocking a Handicap Ramp	\$100.00
Blocking/Obstructing Traffic	\$30.00
Expired, Registration or State Inspection Sticker	\$20.00
Disregard a Stop Sign	\$30.00
Passing in a no Passing Zone	\$40.00
Reckless Driving	\$40.00
All other violations not listed above	\$20.00

These fines are subject to change without notice

Appeal Process

Any person who has received a citation and believes his/her receipt of the citation is unwarranted must follow the procedures below to receive consideration:

- All appeals must be submitted in writing either via Cardinal Cars or via email to appeals@uiwtx.edu. All appeals must be submitted within ten (10) days of the issuance of the violation. Such an appeal must detail the circumstances surrounding the violation and specific reasons for requesting a reassessment of the citation's fine.
- All written appeals will be given due consideration by the Violation Appeals Committee, composed of three UIW community members. The appeals committee is comprised of one commuter student, one resident student, and one of the following: staff employee, faculty member or an administrator.
- After reviewing the appeal, the Committee may choose to grant the appeal, deny the appeal, or reduce the assessed charge. The decision of the Violation Appeals Committee is final.
- The names of the committee members will remain strictly confidential

Miscellaneous Parking Information

- Effective July 7, 2008: the City of Alamo Heights Ordinance 18-152.
 - It is a violation of this ordinance for any person to park a vehicle along Burr Road between Broadway and N. New Braunfels between the hours of 7:00AM and 5:00PM.
 - Violation of this ordinance will result in fines and/or towing of the vehicle.
 - If you have questions concerning this ordinance you may contact the City of Alamo Heights.
- IWHS & SACHS Staff, Faculty & Administrators:
 - You may park in any legal parking space (not reserved, specially labeled, or coned) on the UIW Campus,
 - Failure to comply with these rules and regulations may result in a citation being issued on your vehicle and a fine assessed to your UIW account.
 - Each campus has its designated areas for the various Permits issued on the respective campus. You are expected to comply with State Law, City Ordinances, UIW Rules and Regulations and any added regulations for your respective campus.
- IWHS & SACHS Students:
 - You may park on the UIW campus with your respective permits. You will be required to park in a legal parking space located between the San Antonio River and US 281 / I – 37 and between E. Hildebrand Ave. and the north edge of campus.
 - Failure to comply with these rules and regulations may result in a citation being issued on your vehicle and a fine assessed to your UIW account.
 - Each campus has its designated areas for the various Permits issued on the respective campus. You are expected to comply with State Law, City Ordinances, UIW Rules and Regulations and any added regulations for your respective campus.
- Parking Areas are defined as follows:
 - Spaces are designated by signs and/or pavement markings.

- Additional parking is available at the International Conference Center (ICC-1 & ICC-2). An elevator on the East side of the McCombs Center will bring an individual down to the area near Avoca E, and they then have access to walk to Main Campus. The University provides a shuttle service (UIW Express) from the ICC-1 and ICC-2 to Marian Hall on a scheduled basis. Please stop by the Student Life Office located in Marian Hall to obtain a Shuttle schedule. There are also schedules posted in Marian Hall at the Student Center Desk, at the entrances of ICC and at the designated stops.
 - If another vehicle parks in a questionable area, this does not mean the area is a legal parking space. All vehicles not in a legal parking space are subject to receive a citation and fines assessed to the owner or student's account.
- The Director of the Incarnate Word Police Department may authorize any means of traffic control not covered by this regulation, when deemed necessary and prudent, to include redirecting traffic and closing parking lots or portions thereof on a temporary basis. Failure to observe temporary and/or specific restrictions or failure to obey an Incarnate Word Police Officer while directing traffic may result in assessment of penalties deemed appropriate.
- Should an employee or student fail to comply with any traffic and/or parking regulations to the point of becoming a disciplinary problem, the Director of the Incarnate Word Police Department may bring the situation to the attention of the Dean of Student Life (for students) or the appropriate supervisor for an employee.
- Should you be involved in a motor vehicle accident on the UIW campus (personal or University vehicle)
 - Make sure that there are no injuries to anyone involved.
 - Move the vehicles out of traffic if possible
 - Call the Incarnate Word Police (829-6030).
 - Make sure to have your driver's license and insurance ready. Tell the officer exactly what happened in your own words.
 - If your vehicle was struck unattended (you were not there when it happened), call the Incarnate Word Police Department immediately upon discovery.
 - The Incarnate Word Police Officers will complete a Texas Peace Officers Crash Report (CRB-3) once an investigation is complete and it is determined that two motor vehicles were involved in a crash. The CRB-3 is an official motor vehicle crash report which is accepted for insurance purposes.
- Wellness Center Members:
 - You are required to display a valid UIW issued permit when your vehicle is parked on the UIW campus.
 - By accepting membership, you are accepting the responsibility to comply with UIW rules and regulations governing the use and parking of motor vehicles on the campus.
 - You are also accepting to comply with any State Law and local City Ordinances.
 - Failure to comply with these rules and regulations may result in a citation being issued on your vehicle and a fine assessed to your membership account.