



# TEXAS TECH UNIVERSITY HEALTH SCIENCES CENTER EL PASO

## Operating Policy and Procedure

**HSCEP OP:** 61.06, **Traffic and Parking Control Devices**

**PURPOSE:** The purpose of this Texas Tech University Health Sciences Center El Paso Operating Policy and Procedure (HSCEP OP) is to establish standards for traffic and parking control devices to ensure the orderly and predictable movement of all motorized and non-motorized traffic in a safe and informed manner.

**REVIEW:** This HSCEP OP will be reviewed by November 1 of each odd numbered year (ONY) by the TTUHSCEP Sr. Director of Facilities Operations and Maintenance, the Chief of Police, and the Managing Director for Physical Plant and Support Services (MDPPSS) or designees, with recommendations for revision submitted to the Chief Operating Officer (COO) or designee by November 15.

### **POLICY/PROCEDURE:**

#### **1. Legal authority.**

- a. Article 51.202 of the ***Texas Education Code*** provides as follows: "Rules and Regulations: Penalty -
  - (1) The governing board of each state institution of higher education, including public junior colleges, may promulgate rules and regulations for the safety and welfare of students, employees, and property, and other rules and regulations it may deem necessary to carry out the provisions of this subchapter and the governance of the institution, providing for the operation and parking of vehicles on the grounds, street, drives, alleys, and any other institutional property under its control including, but not limited to, the following:
    1. Limiting the rate of speed;
    2. Assigning parking spaces and designated parking areas and their use and assessing a charge for parking;
    3. Prohibiting parking as it deems necessary;
    4. Removing vehicles parked in violation of institutional rules and regulations or law at the expense of the violator; and
    5. Instituting a system of registration for vehicle identification, including a reasonable charge.
- b. A person who violates any provision of this subchapter or any rule or regulation promulgated under the authority of this subchapter is guilty of a misdemeanor and on conviction is punishable by a fine of not more than \$200."

#### **2. Parking and Traffic Control Devices.**

- a. To enforce traffic and parking regulations and to be unified with the State of Texas and the City of El Paso, the control signage manual will be *The Texas Manual of Uniform Traffic Control Devices* and its supplements and changes thereof. All signage will be standardized as to design and placement as set forth in this manual.
- b. *The Texas Manual of Uniform Traffic Control Devices* and its supplements and changes thereof will be maintained in the Texas Tech Office of Grounds Maintenance.

- c. All traffic and parking control devices will be reflectorized.
- d. All parking lot identification signs will be standardized to a 36" X 36" reflective sign hanging on light poles within each lot. (See Attachment A)
- e. Standardized traffic and parking signs will be placed on exterior lighting poles or 2-3/8" outside diameter steel poles with a painted Texas Tech bronze finish or galvanized finish.
- f. Signs indicating the speed limit and controlled parking only will be placed at all entrances to the campuses of Texas Tech. (See Attachments B and C)
- g. Visitor, time limit, and two-wheel parking will be identified with signs conforming to Texas accessibility standards when necessary. This will reduce the need for an excess number of signs within all parking areas.
- h. To alleviate visual clutter, all "No Parking Any Time" signs will be used only when necessary; otherwise, "No Parking" and "Fire Lane" will be painted on the curbs.
- i. The Traffic and Parking Enforcement sections on each campus, regional campus police departments, and the Texas Tech police are tasked with enforcing the *Traffic and Parking Regulations*.

3. **Street Signs.**

- a. Street signs will be erected at intersections as required to correctly identify each street as a continuation through the campus of the named city street.
- b. Street signs will be reflectorized.
- c. Street signs will display official Texas Tech colors. (See Attachment D)
- d. Street signs will be reviewed and/or recommended by the Managing Director for Physical Plant and Support Services or the Executive Director for Fiscal Affairs-TTUHSCEP Campus or designees, and reviewed by the Chief Operating Officer (COO) for TTUHSCEP prior to submission to the Board of Regents as stipulated by *Regents Rules*, Section 08.05.1.d.

4. **Implementation.**

- a. The Managing Director for Physical Plant and Support Services or designee will be responsible through the designated campus department for erecting and maintaining all traffic and parking control devices (as stipulated in the control signage manual and Attachments A, B, C & D), all street signs and all information signs.
- b. Requests to remove, alter, or install a traffic and parking control device, street sign or information sign will be reviewed and recommended by the Managing Director for Physical Plant and Support Services or designee and approved by the COO for the TTUHSCEP campus. Subsequent removal, alteration, or installation will be assigned to the Facilities Operations and Maintenance Department to execute the approved action.
- c. Due to costs involved, the funding for the installation of new signs of all types will be as directed by the COO or designee. Traffic and parking control signs will be erected as new signs are needed, to reflect changes in use and will be funded by the respective Traffic and Parking fund.