



# TEXAS TECH UNIVERSITY HEALTH SCIENCES CENTER EL PASO

## Operating Policy and Procedure

**HSCEP OP:** 76.30, **Vehicle Registration**

**PURPOSE:** The purpose of this Texas Tech University Health Sciences Center El Paso Operating Policy and Procedure (HSCEP OP) is to establish procedures for vehicle registration.

**REVIEW:** This HSCEP OP will be reviewed by June 1 of each year (EY) by the Managing Director of Parking & Transportation Services, with recommendations for revisions submitted to the Chief Operating Officer or designee by June 15.

### **POLICY/PROCEDURE:**

#### **1. Vehicle Registration.**

- a. In order to operate or benefit from the use of a motor vehicle on any campus, each member of the Texas Tech University Health Sciences Center El Paso (TTUHSC El Paso) community must obtain, in his or her name, a vehicle registration permit. Vehicle registration is accomplished by completing the appropriate forms, registering vehicle on-line at <https://ttuhsc.parkadmin.com> and properly affixing the permit on the motor vehicle. Operation of a motor vehicle without a permit is a violation of the Student Affairs Handbook and TTUHSC El Paso policy.
- b. Any person giving false information or failing to complete the on-line vehicle registration is subject to appropriate disciplinary action and revocation of their motor vehicle registration permit and related parking privileges.
- c. Students, faculty or staff who operate a motor vehicle without a permit on any TTUHSC El Paso campus between 6:30 a.m. and 5:30 p.m. Monday through Friday, year-round, excluding official holidays, are in violation of institutional policy.
- d. When a change occurs in vehicle registration information and/or work location, it is the responsibility of the employee or student to update information on file in the TTUHSC El Paso Traffic & Parking Office. This can be accomplished by visiting the office, by phone, or via e-mail at [ParkingElp@ttuhusc.edu](mailto:ParkingElp@ttuhusc.edu). With few exceptions, the individual is entitled, on request, to be informed about the information that the state governmental body collects about the individual; the individual is entitled to receive and review the information; and the individual is entitled to have the state governmental body correct information about the individual that is incorrect.
- e. All forms referenced in this HSCEP OP may be obtained by calling or visiting the office Monday through Friday, from 9:00 a.m. to 4:00 p.m.
- f. Faculty and Staff. Faculty and staff are required to register their motor vehicles in the respective Traffic & Parking Office on or before the date they commence operating a motor vehicle on campus. Upon termination of employment with TTUHSC El Paso, it is the responsibility of an employee to cancel their parking privileges and return all decals during their exit process. There is a \$2.00 fee per decal not returned.

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 Reserved Space or Area Reserved permit. If the faculty or staff member has two motor vehicles

registered, and if both 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 either the faculty or staff member's reserved space or in the time limit areas on campus. Faculty and staff whose dependents voluntarily work in an TTUHSC El Paso department must obtain a volunteer permit.

The Traffic & Parking Office must receive notification if the faculty or staff member will have both registered vehicles on campus and if the alternate vehicle operator is:

1. A registered faculty or staff member, operator will need to park in their designated area
2. Not a registered faculty or staff member, a fee of \$1/day will be paid for a temporary parking permit and vehicle will need to be parked in the overflow parking lot.

These circumstances will only be permitted as an exception but not allowed on a daily basis.

- g. Students. Students are required to register each motor vehicle to be operated on campus in the respective Parking Services Office at the time they register for school or at the time they commence operating a motor vehicle on a campus

Only TTUHSC El Paso students may complete their vehicle registration with the TTUHSC El Paso Traffic & Parking Office.

The TTUHSC El Paso student parking is controlled with a decal or temporary parking permit rather than license plate. A decal or permit is available in the Traffic & Parking office

- h. Motorcycles. In the State of Texas, motorcycles are subject to the same rules and regulations as automobiles. Motorcycles must be registered in accordance with the guidelines outlined above for both faculty and staff and students.

Motorcycle permits will be issued to allow parking of motorcycles or mopeds in designated two-wheel areas. Motorcycles and mopeds may not park in bicycle racks.

## 2. **Permits.**

- a. Vehicle registration permits must be permanently affixed to the front windshield in the lower corner of the driver's side. All permits are self-adhering and application in any other manner may subject the motor vehicle to ticketing. Permits may not be tampered with or exchanged. Vehicle registration is not complete until the permit is properly and completely affixed to the motor vehicle of record. Motorcycle registration permits must be permanently affixed to the top of the front headlight, front fender, or shock absorbers.
- b. All outdated TTUHSC El Paso registration permits must be removed and returned to the Traffic & Parking Office.
- c. Replacement vehicle registration permits will be issued when identifiable remnants or proof of loss or destruction of the decal are provided. The replacement fee indicated in the current fee schedule will be charged for each replacement permit.
- d. When there is a need to use another vehicle that does not have a valid registration permit, a temporary permit will be issued. Temporary permits are issued in accordance

with Traffic & Parking policies.

- e. Lost or stolen permits or the recovery of such permits must be reported immediately to the Traffic & Parking Office.
- f. Faculty and Staff. Faculty and Staff are issued one of two types of vehicle registration permits.

“Reserved Space” permits are for assignment to a specific parking space in a specific lot and are issued to full-time faculty and staff not enrolled as students. The “Reserved Space” permit will contain the lot and space number assigned to the registrant.

“Area Reserved” permits are for assignment to a specific parking lot with no specific space assignment and are issued to full-time faculty and staff not enrolled as students. Parking in the assigned lot/area may be in any space. The “Area Reserved” permit will be color coordinated to the lot assigned to the registrant. Area Reserved parking spaces may be purchased by part-time employees (less than 20 hours a week) at half the specified cost.

Faculty and staff who hold Reserved Space and/or Area Reserved permits may register two vehicles. Additional permits may be purchased for the fee indicated in the current fee schedule. Duplicate permits do not allow for more than one motor vehicle to be parked on campus.

TTUHSC El Paso employees must ensure their current vehicle registration information is on file with the TTUHSC El Paso Traffic & Parking office. Enforcement of TTUHSC El Paso parking on campus will be done by license plate or decal number and a citation may be issued if the vehicle is not properly registered. TTUHSC El Paso reserved and area reserved permits will be honored in Health Sciences Center Patient and Visitor parking spaces

When spaces become available, employees will be notified and given an opportunity to change their designated lot within 5 business days. (Waiting lists are maintained by current date of hire. Priority is not given to any individual under any circumstances.)

- g. Students. Commuter permits will be issued for motor vehicles belonging to students. These are issued to the individual vehicle and cannot be used by anyone other than the individual to whom it was issued. Violation of this regulation may result in ticketing, impoundment, and loss of all parking privileges on campus, including parking for the academic year for all parties involved.

TTUHSC El Paso students must ensure their current vehicle registration information is on file with the TTUHSC El Paso Traffic & Parking office. Enforcement of TTUHSC El Paso parking on campus will be done by license plate and/or permit number and a citation may be issued if the vehicle is not properly registered.

### 3. **Fees.**

- a. The Board of Regents approves the assessment and collection of the vehicle registration fees. The amounts to be collected and refunds to be paid are set annually by the Board of Regents (Attachment A). The applicable refund amount will be paid to the student or employee at the time the parking permit is returned to the respective Parking Services Office.
- b. Payroll deduction is used as a payment option for vehicle registration for faculty and staff at the time of registration. Student payments may be made by either personal check or

money order during orientation. TTUHSC El Paso campus accepts MasterCard, Visa and Discover cards at the Traffic & Parking Office.

4. **Handicap Accessible Parking.**

- a. Persons with disabilities may be issued disability access motor vehicle registration permits designed to assist them in campus mobility. To obtain a TTUHSC El Paso disability permit an employee will be required to submit a copy of his or her placard or vehicle registration in their name and a copy of their driver's license for the appropriate decal.
- b. Parking in spaces reserved for persons with disabilities requires the correct motor vehicle registration permit and the appropriate state-issued placard or license plate.
- c. State placard or license plates must be displayed at all times when a vehicle is parked in these areas.
- d. All rules and fees for vehicle registration still apply.
- e. The designated disability parking areas are reserved 24 hours daily.

5. **Accommodations.**

- a. Employee requesting parking accommodations will be required to submit a doctor's note requesting accommodation and noting time span needed.
- b. If the employee is not registered for parking, he or she will need to pay the fee indicated in the current fee schedule for the duration of the accommodation
- c. Requested accommodation may not exceed 3 months. If the accommodation requires a longer period, the employee will be directed to the local County Tax Assessor Collector's Office for a temporary parking placard.

6. **Abandonment.**

If a motor vehicle or bicycle is parked on TTUHSC El Paso property and is not moved for a period of 14 days, TTUHSC El Paso may deem the same to be abandoned. Abandoned motor vehicles or bicycles may be impounded and disposed of in the manner prescribed by law. This includes those motor vehicles which have a valid registration permit. Impounded motor vehicles and bicycles are subject to impoundment fees as approved by the Board of Regents.

7. **Hospital Parking.**

Staff and students of TTUHSC El Paso shall not use any hospital parking facilities unless hospital policy allows use of parking.

8. **Bicycles.**

- a. In the State of Texas, bicycles are subject to the same rules and regulations as automobiles. Operators are subject to a moving violation.
- b. Bicyclists are encouraged to register their bicycles with the Texas Tech Police Department. Registration will assist in the return of the bicycle to its owner in the event that it is stolen and recovered. Bicycle registration forms are obtained at the Police Department.

- c. Bicycles should be parked in racks whenever available. Use of shrubs, trees, or any architectural structures to secure bicycles is prohibited. Bicycles are not permitted in TTUHSC El Paso academic or administrative buildings. Any bicycle found in violation of the above items may be impounded by the Texas Tech Police Department at the owner's expense.
  
- d. No person shall operate a bicycle or any other vehicle upon a sidewalk or sidewalk area except those vehicles expressly designed for the transport of persons with disabilities and bicycles operated by officers of the Texas Tech Police Department when necessary to fulfill their lawful duties. Bicycles operating on a shared-use pathway must yield right of way to pedestrians and operate at a speed and in a manner consistent with public safety.

## APPENDIX A

### El Paso Campus Information

**All New Hires** at the El Paso Campus will need to complete a vehicle registration form online at <https://ttuhsc.parkadmin.com> After registering on-line, personnel must go to the Traffic & Parking Office to complete the registration process and to obtain a Texas Tech parking decal.

**Off-Campus Locations and MPIP Business Office** - Employee's are not required to register their vehicles to park at their assigned work locations. If employees will be operating their vehicles on TTUHSC El Paso campus, they must obtain a transferable permit for their vehicle at the Traffic & Parking office located at the 222 N. Concepcion, Rm 1011.

**New Faculty** who are credentialed at TTUHSC El Paso and the University Medical Center (UMC) may be allowed to park at the UMC Associate Parking garage located on Alberta Ave. Faculty must fill out a parking registration form at the Traffic & Parking Office and a copy will be issued to provide to UMC Guest Services.

**First and second year Medical Students, Graduate Students and School of Nursing Students** are registered during orientation.

**Third and fourth year Medical Students and all Residents** – UMC provides free parking for these groups. UMC Guest Services registers the vehicle and provides a decal during orientation.

#### ONLINE

**REGISTRATION:** Vehicle Information: Year/Make/Model/License Plate No., Banner ID Number (R#) and work number.

**FEES:** Payroll deduction will be established through the registration process for faculty and staff.

**DECALS:** **TTUHSC El Paso** - obtained at the Traffic & Parking office –ASB II Building, 222 N. Concepcion, Rm. 1011, at time of vehicle registration.

**UMC** - obtained at the Guest Services – 3<sup>rd</sup> floor of the Annex building – 4824 Alberta Ave. after vehicle registration. Receipt must be presented to Guest Services to obtain a decal.

**When ending employment with TTUHSC El Paso all decals and hang tags must be returned to the Traffic & Parking office.**

**CHANGES:** Any changes to vehicle registration information should be reported. If replacing a vehicle, current decal must be returned in exchange for new decal.

**TTUHSC El Paso decal** - at Traffic & Parking office  
**UMC decal** – at UMC Guest Services

**MOTORCYCLES:** Will be registered in the same manner as vehicles by obtaining the required forms and paying the appropriate fees.

**PARKING REGISTRATION PAYMENTS ARE ACCEPTED**  
**MONDAY- FRIDAY 9:00 A.M. - 4:00 P.M.**  
Traffic & Parking Office, ASB II Building Rm. 1011– (915) 215-4425  
Email: [ParkingElp@ttuhc.edu](mailto:ParkingElp@ttuhc.edu)