



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 (TTUHSC 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 financial officer or designee by June 15.

POLICY/PROCEDURE:

I. Vehicle Registration.

- A. In order to operate or benefit from the use of a motor vehicle on any campus, each member of the 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. Faculty, staff or non-registered students who operate a motor vehicle without a permit on any TTUHSC El Paso campus between 7:30 a.m. and 4:00 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@ttuhsc.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 TTUHSC El Paso Traffic & Parking Office Monday through Friday, from 8:00 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, staff and students whose spouse or dependents are registered for parking need to ensure that each individual has a primary vehicle registered to their profile and must park

in their designated area.

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, staff or student, operator who will need to park in their designated area
2. Not a registered faculty, staff or student, in which case a fee of \$1/day will be paid for a temporary parking permit and the 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.

Faculty and staff whose dependents voluntarily work in a TTUHSC El Paso department must obtain a volunteer permit.

- G. Employees that do not register for parking at the start of employment or had previously cancelled and wish to reregister after 3 months will be considered a new registration. Those reregistering before the 3 months will be designated according to their current date of hire. New registration parking designation will not be based on years of service but registration date. Once an employee is assigned to park on campus, moves within campus lots will be based on current date of hire.

An exception will only be made for off-site employees that are transferred or moved to the main campus; staff will be assigned to the corresponding parking lot based on current date of hire. (See table on Appendix A to identify which offsite locations do or do not need payment for parking.) Off-site employees who need to frequently park on campus must register their vehicles and obtain a transferable permit at the Traffic & Parking Office. Off-site employees may not park in visitor spaces.

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

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

- I. 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.

II. **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, windshield, 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.

When there is a need to use another vehicle that does not have a valid registration permit, a temporary permit will be issued. New vehicles, temporary or rental vehicles do not permit an employee to park in an undesignated area or within the patient lots. Temporary permits are issued in accordance with Traffic & Parking policies.

- D. Lost or stolen permits or the recovery of such permits must be reported immediately to the Traffic & Parking Office.

- E. 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.

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.

- F. 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. Students parking fees will not be refunded during time of revocation.

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.

III. **Fees.**

- A. The president, in accordance with Regent Rules approves the assessment and collection

of the vehicle registration fees. The amounts to be collected and refunds to be paid are set annually and delegated by the Texas Tech University System Board of Regents to the president (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 Traffic & Parking 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.
- C. Employees opting to enter payment arrangements for violation fees, need to maintain scheduled payments. If the employee does not comply with payment arrangement, their vehicle will be subject to impoundment and full payment is required for release.

IV. **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.

V. **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.
- D. Employees may not park within patient lots without prior authorization from the Traffic & Parking Office. If the Traffic & Parking Office is not contacted and/or motor vehicle is cited, proof of doctor's appointment at TTUHSC El Paso clinic will be required for dismissal. Employees are required to provide supervisor validation for work-related accommodations. Traffic & Parking Office will need to review and approve such requests.

VI. **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 vehicle 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.

VII. **Hospital Parking.**

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

VIII. **Bicycles.**

- A. In the State of Texas, bicycles are subject to the same rules and regulations as automobiles. Operators in violation of laws or rules 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 need to complete a vehicle registration form online at <https://ttuhsc.parkadmin.com>. After registering, 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 - Employees are not required to pay to park at some off-site work locations; however, vehicles will need to be registered. If employees will be operating their vehicles on the TTUHSC El Paso Alberta campus, they must obtain a transferable permit for their vehicle at the Parking office located at the 222 Rick Francis St. Note: Some off-site locations are required to pay and register for parking. For more information, please contact the Traffic & Parking Office at (915) 215-4425.

Parking at Offsite Locations		
Location	Required to Pay	
	Yes	No
Fall Mansion		X
Kenworthy		X
MCA	X	
MPIP		X
North Mesa		X
Schuster	X	
Transmountain	X	
Val Verde		X

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 and will pay for parking for the academic year. Registered students may park closer to campus after 3:00 p.m. and non-registered students are allowed on campus after 4:00 p.m.

Third and Fourth Year Medical Students Decals will be issued to MS3 and MS4 students during orientation.

Residents –Residents will obtain free parking at UMC.

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 Rick Francis St, Rm. 1011, at time of vehicle registration.

UMC – TTUHSC El Paso Faculty or approved staff parking at UMC must register to pay for parking with the Traffic & Parking Office. Copy of payroll deduction form will be issued to faculty or staff member to provide to UMC Guest Services located on the 3rd floor of the Annex building – 4824 Alberta Ave. 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 or work location should be reported. Current decal must be returned in exchange for new decal if replacing a vehicle or for new work location assignment.

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 8:00 A.M. - 4:00
P.M.**

Traffic & Parking Office, ASB II Building Rm. 1011– (915) 215-4425 Email: ParkingElp@ttuhc.edu