



TEXAS TECH UNIVERSITY HEALTH SCIENCES CENTER

Operating Policy and Procedure

HSC OP: 76.30, **Vehicle Registration**

PURPOSE: The purpose of this Health Sciences Center Operating Policy and Procedure (HSC OP) is to establish procedures for vehicle registration.

REVIEW: This HSC OP will be reviewed by June 1 of each year (EY) by the Director of Student Business Services, with recommendations for revisions forwarded to the Vice President and Chief Financial Officer 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 TTUHSC community must obtain, in his or her name, a vehicle registration permit. Vehicle registration is accomplished by completing the appropriate forms, paying the appropriate fee, 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 policy. (Please reference Appendix A through F for additional specific campus information.)
- b. Any person giving false information or failing to complete the vehicle registration form 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 campus between 6:30 a.m. and 5:30 p.m., or the TTU campus between 7:30 a.m. and 5:30 p.m. (Lubbock), 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 appropriate TTUHSC Parking Services Office. This can be accomplished by visiting the office, by phone, or through the mail. 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 HSC OP may be obtained by calling or visiting the appropriate office Monday through Friday, from 8:00 a.m. to 5:00 p.m.

Abilene:	Finance and Administration	325-696-0462 / 325-676-7948
Amarillo:	Administration Office	806-414-9647
Dallas SWPB:	Student Services Office	214-654-9404
Lubbock:	Parking Services	806-743-2557 (8:30 am to 4:00 pm)
	www.fiscal.ttuhscc.edu/parking/	
Odessa:	Traffic and Parking	432-703-5186

- f. Faculty and Staff. Faculty and staff are required to register their motor vehicles in the respective Parking Services Office on or before the date they commence operating a motor vehicle on campus (Attachment A). Lubbock campus employees should complete their registration online at www.fiscal.ttuhscc.edu/parking/. Upon termination of employment with TTUHSC, an employee's parking privileges will be canceled.

All vehicle registration shall be for twelve (12) months. Any space remaining after the needs of the faculty and staff are met, will be available for assignment to part-time instructors, graduate teaching assistants and graduate research assistants who hold contracts for one-half time or more. Such assignments may be revoked, as necessary, to accommodate the needs of regular faculty and staff. A refund for the unused portion of the permit may be requested through the respective Parking Services Office.

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 HSC department must obtain a volunteer permit and park in Student Parking.

Renewal Notices for persons assigned reserved and area reserved spaces are sent out no later than July 1 of each year. The renewal form and the fee for a reserved and/or area reserved permit must be received in the respective Parking Services Office by the date stated in the renewal notice. Spaces that are not renewed by that time will be sold to individuals on the waiting list. If an employee plans to be absent from the campus during the summer, he/she should take care of parking arrangements before leaving.

Lubbock campus faculty and staff permits will automatically renew in August of each year.

- 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 (Attachment B). Lubbock campus students should complete their registration online at www.fiscal.ttuhs.edu/parking/.

Only TTUHSC students may complete their vehicle registration with the TTUHSC Parking Services Office.

Persons who hold University commuter and residence hall ePermits may also park in Health Sciences Center student parking. The TTUHSC student parking is controlled with a decal rather than license plate. A decal is available in the TTUHSC Parking Services office for University parking ePermit holders who also need to park at the TTUHSC. This decal is available at no additional cost.

- 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. 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 TTU and TTUHSC registration permits must be removed from the motor vehicle(s) prior to installation of the current year permit.
- 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 Parking Services policies.
- e. Lost or stolen permits or the recovery of such permits must be reported immediately to the appropriate Parking Services Office and the Texas Tech Police Department.
- 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 and part-time 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 and part-time staff not enrolled as students. Parking in the assigned lot/area may be in any space. The “Area Reserved” permit will contain 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. An approved PAF must accompany the vehicle registration form.

Faculty and staff who hold Reserved Space and/or Area Reserved permits may obtain one duplicate permit at no additional charge. 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 during the reserved period.

Persons who hold Health Sciences Center registration permits and are assigned to reserved or area reserved spaces may also park on the Texas Tech University campus in Visitor and Time Limit spaces. TTUHSC employees must ensure their current vehicle registration information is on file with the TTUHSC Parking Services office. Enforcement of TTUHSC parking on the TTU campus will be done by license plate and a citation may be issued if the vehicle is not properly registered. Texas Tech University reserved and area reserved permits will be honored in Health Sciences Center Patient and Visitor parking spaces. Parking is restricted to use in the individual’s capacity as an employee which does not include attending class as a student. If the employee’s assigned work location is at TTUHSC and they have a TTU permit on their vehicle, they must park in the Area Reserved parking lots (A-0, A-1, A-2, C-3, D-3, E-2, or F-1).

Faculty and staff who would like to change reserved lots may place their names on a waiting list maintained at the HSC Parking Services Office at each individual TTUHSC campus. At the Lubbock campus, the waiting list is maintained online at www.fiscal.ttuhs.edu/parking/. When spaces become available, employees will be notified and given an opportunity to change their reserved lot. (Waiting lists are maintained on a first-come, first-serve basis. 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.

Health Sciences Center commuter permits will be allowed in designated commuter lots on the TTU campus. TTUHSC employees must ensure their current vehicle registration information is on file with the TTUHSC Parking Services office. Enforcement of TTUHSC parking on the TTU campus will be done by license plate and a citation may be issued if the vehicle is not properly registered. Health Sciences Center commuter permits will be honored in designated commuter parking areas at all TTUHSC campus locations.

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 C). 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. Payment may be made by either cash or personal check. Amarillo and Odessa accept MasterCard, Visa and Discover cards. Lubbock campus accepts MasterCard and Visa cards. Payroll deduction may be used as a payment option for vehicle registration at all centers. Payment in Abilene can only be made by check or money order.

4. **Handicap Accessible Parking.**

- a. Persons with disabilities may be issued disability access motor vehicle registration permits designed to assist them in campus mobility. TTUHSC disability permits cannot be purchased online. Please contact the appropriate Parking Services Office for assistance.
- 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. **Abandonment.**

If a motor vehicle or bicycle is parked on TTUHSC property and is not moved for a period of 30 days, TTUHSC 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.

6. **Hospital Parking.**

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

7. **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. In Lubbock, bicycle registration is conducted free of charge 24 hours a day at the Texas Tech Police Department. Bicycle registration forms at the Amarillo and El Paso campuses are obtained at the respective Police Department. Registration forms at the Odessa campus may be obtained at the Traffic and Parking Office.
- 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 TTU or TTUHSC 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

Lubbock Campus Information

Vehicle Registration must be completed online at www.fiscal.ttuhscc.edu/parking/. Credit card information (Visa and MasterCard) may be entered directly into this site and personal checks can be mailed through campus mail to Mail Stop 6290. This site is "secure" and all data entered will be protected.

If a faculty, staff, or student needs to drive a vehicle to the HSC campus other than the vehicle they have registered with the Parking Services Office, they must park in their designated space or parking area. The individual shall notify the Parking Services Office immediately to inform them of the situation in order to avoid the issuance of a citation.

Faculty and Staff

Faculty and staff members at TTUHSC cannot use a Reserved Space and/or Reserved Area permit issued to a faculty or staff member at TTU to park at the HSC building, or Texas Tech Medical Center-Southwest. A parking permit must be obtained for the appointed work location.

Furthermore, faculty and staff members whose appointed work location changes from Texas Tech Medical Center-Southwest to the HSC building, or vice-versa, must change permits.

Texas Tech Medical Center-Southwest

All employees who work at Texas Tech Medical Center-Southwest must register their vehicle to park at that facility. Employees who hold a TTMC-Southwest permit may park in patient/visitor lots if space is available when parking at the Lubbock HSC campus. If space is not available, they should park in the designated Area Reserved parking lots (A0, A1, A2, A3, C3, D3, E2, or F1).

Pyramid Plaza and Other Off-Campus Locations

Employees who work at the Pyramid Plaza and other off-campus locations are not required to register their vehicles to park at their assigned work locations. If employees will be operating their vehicle on the HSC Campus, they must register their vehicle through the Traffic and Parking Office to obtain a permit.

Students

Only Lubbock HSC commuter students may register their vehicles online with the Lubbock Parking Services Office.

Health Sciences Center commuter permits from Abilene, Amarillo, El Paso, and Odessa will be honored in designated commuter student parking lots at the Lubbock campus.

APPENDIX B

Amarillo Campus Information

The School of Medicine Administration Office will receive completed vehicle registration forms, payments and issue vehicle permits. This office will also prepare paperwork necessary to pay refunds.

The Amarillo Physical Plant Office will maintain files of all completed documents and accept all documents related to a change in demographics. This office will also be responsible for enforcement of all parking regulations and all parking enforcement related issues. Please visit the following link for Amarillo Traffic and Parking related information including campus parking maps:

<http://www.ttuhscc.edu/amarillo/facilities/traffic.aspx> .

- Forms:** Any form required by OP 76.30 may be obtained online, in the offices mentioned above, or at the above link.
- Fees:** Reserved Area Permits: All reserved area permits are \$164.40 for full time faculty and staff, \$107.40 for 12-month students and \$80.55 for 9-month students. Part-time employees at less than 50% pay half the rate for area parking with approved copy of PAF.
- Reserved Space Permits: All reserved space permits are \$582.00 for full time faculty and staff. Reserved spaces are not available for students.
- Payment of fees may be accomplished by personal check, cash (exact change only), payroll deduction or by credit card (MasterCard, Visa, Discover). All payments will be made in the Administration Office with the exception of credit cards which will need to be made at the Medical School Business Office.
- Permits:** Report of lost, stolen or recovered permits must be reported immediately to the Sr. Attendant, Traffic and Parking.
- Refunds:** The appropriate refund amount will be paid to the student or employee upon receipt of the current permit, which has been removed from the vehicle, in the Administration Office. The refund payment will be via a check mailed to the address given by the student or employee when they turn in the permit.
- Changes:** Any changes to vehicle registration information will be reported to the office of the Sr. Attendant, Traffic and Parking.
- Parking:** Employees who have properly registered their vehicles receive a permit for a specific space or parking lot. When visiting another HSC location, employees should first seek a parking space in an open Reserved Area or, if none are available, in a visitor's space. In no instance should an employee park in a numbered Reserved Space.
- Waiting List:** The waiting list for employees wishing to change from Reserved Area status to a Reserved Space, or for new employees who wish to purchase a Reserved Space when none are available, shall be maintained in the Administration Office. Position on these lists shall be based on first-come, first-serve basis and no preference shall be given to any individual under any circumstance.
- Renewals:** The renewal registration form and associated fee must be received in the Administration Office by the date stated in the renewal notice received by the employee. Faculty and staff currently elected in payroll deduction will automatically continue for the new year. Those individuals electing to discontinue payroll deduction will be required to complete a cancellation form.
- Motorcycles:** Motorcycles will be registered in the same manner as vehicles by obtaining the required forms and paying the appropriate fees to the Administration Office.

APPENDIX C

Odessa Campus Information

The School of Medicine Administration Office will receive completed vehicle registration forms, payments and issue vehicle permits. This office will also prepare paperwork necessary to pay refunds.

Parking permits and vehicle registration forms can be obtained in the Traffic and Parking office located in the Administrative Suite in room 1C74. Administration will maintain files of all completed documents and accept all documents related to a change in demographics. This office will also be responsible for enforcement of all parking regulations.

Forms: Any form required by OP 76.30 may be obtained online or in the offices mentioned above.

Fees: Reserved Area Permits: All reserved area permits are \$164.40 for full time faculty and staff, \$107.40 for 12-month students and \$80.55 for 9-month students. Part-time employees at less than 50% pay half the rate for area parking with approved copy of PAF.

Reserved Space Permits: All reserved space permits are \$582.00 for full time faculty and staff. Reserved spaces are not available for students.

Payment of fees may be accomplished by personal check, cash (exact change only) or payroll deduction. All payments will be made in the Traffic and Parking office located in Administration.

Permits: Report of lost, stolen or recovered permits must be reported immediately to the Office of Traffic and Parking. Duplicate permits do not allow for more than one motor vehicle to be parked on campus during the reserved period.

Refunds: For faculty and staff that pay in full the appropriate refund amount will be paid upon receipt of the current permit, which has been removed from the vehicle, in the Administration Office. The refund payment will be via a check mailed to the address given by the student or employee when they turn in the permit.

Changes: Any changes to vehicle registration information will be reported to the office of Traffic and Parking located in Administration.

Parking: Employees who have properly registered their vehicles receive a permit for a specific space or parking lot. When visiting another HSC location, employees should first seek a parking space in an open Reserved Area or, if none are available, in a visitor's space. In no instance should an employee park in a numbered Reserved Space.

Waiting List: The waiting list for employees wishing to change from Reserved Area status to a Reserved Space, or for new employees who wish to purchase a Reserved Space when none are available, shall be maintained in the Administration Office. Position on these lists shall be based on first-come, first-serve basis and no preference shall be given to any individual under any circumstance.

Renewals: The renewal registration form and associated fee must be received in the Administration Office by the date stated in the renewal notice received by the employee. Faculty and staff currently elected in payroll deduction will automatically continue for the new year. Faculty and staff that are currently on payroll deduction for vehicle registration are only required to submit a new vehicle registration form for the annual renewal of their permit. Those individuals electing to discontinue payroll deduction will be required to complete a cancellation form.

Motorcycles: Motorcycles will be registered in the same manner as vehicles by obtaining the required forms and paying the appropriate fees to the Administration Office.

APPENDIX D

Abilene Campus Information

Abilene HSC Finance and Administration will receive completed vehicle registration forms, accept payments and issue vehicle permits. Campus Security Services is responsible for enforcement of all parking regulations.

Forms: Any form required by OP 76.30 may be obtained from HSC Finance and Administration and will be emailed to all existing campus personnel at the end of every May and August.

Fees: Part time employees at less than 50% pay half the rate for area parking with approved copy of PAF. Payment of fees may be accomplished by cash or personal check.

Permits: Report of lost, stolen or recovered permits must be reported immediately to Campus Security.

Disabled Parking: All campus personnel intending to utilize a disability designated parking space must submit a completed parking registration form, along with a TXDOT VTR-214 form with doctor's signature, or a copy of state placard or state license plate verification.

Refunds: The appropriate refund amount will be paid to the individual upon receipt of the current permit, which has been removed from the vehicle and returned to Campus Security. The campus HSC Finance and Administration office will process the refund payment which will be issued by a check and mailed to the address given by the individual at the time their permit is returned.

Changes: Any change to vehicle registration information must be reported to HSC Finance and Administration.

Renewals: The renewal registration form and associated fee must be received by HSC Finance and Administration by the date stated on the renewal notice received by the employee. Faculty and staff currently using payroll deduction will automatically continue for the new fiscal year, but are still required to submit an updated registration form for each new year. Those individuals who wish to discontinue payroll deductions will be required to complete a cancellation form.

Motorcycles: Individuals are required to register motorcycles in the same manner as vehicles.

Students: If students will be operating their vehicle on any Health Sciences Center campus during business hours, they must register their vehicle and obtain a parking permit. This includes but is not limited to, being on campus to attend class; grand rounds, clinicals, and any other academic/student related activities or events.

Hendrick Parking: TTUHSC students, staff and faculty are prohibited from parking in any of Hendrick Medical Center's surrounding 27 parking lots. These includes Lots 21, 22 and 26, located adjacent to the TTUHSC campus, but are assigned to specific Hendrick Staff, Cardiology Consultants & Texas Midwest Eye Center.

Speed Limit: The speed of all vehicles operated on the campus shall not exceed ten (10) miles per hour. This restriction applies 24 hours a day and 365 days a year.

HSC Finance and Administration is located in the Abilene Public Health building in Suite 2100.

APPENDIX E

Midland Campus Information

Employees who work at the Midland Campus location are not required to register their vehicles through the Texas Tech University Health Sciences Center to park at the Midland Campus.

If employees will be operating their vehicle on any Health Sciences Center campus, they must register their vehicle and obtain a parking permit. This would include being on campus to attend meetings, teach courses and any other job-related duties.

APPENDIX F

Dallas Campus Information

Students and employees assigned to the Dallas VA Campus are not required to register their vehicles with Texas Tech University Health Sciences Center as the parking area is controlled by the VA.

Students and employees assigned to the Dallas SWPB campus must register their vehicles through Student Services and display the parking permit to park in the assigned area of the parking garage.

If employees will be operating their vehicle on any Health Sciences Center campus, they must register their vehicle and obtain a parking permit. This would include being on campus to attend meetings, teach courses and any other job-related duties.