



TEXAS TECH UNIVERSITY HEALTH SCIENCES CENTER

Operating Policy and Procedure

HSC OP: 76.37, **Service Vehicle Parking**

PURPOSE: The purpose of this Health Sciences Center Operating Policy and Procedure (HSC OP) is to establish regulations to control parking of TTUHSC, TTU, vendor, or contractor vehicles, all defined as service vehicles in this HSC OP.

REVIEW: This HSC OP will be reviewed May 1 every four years (E4Y) by the Director of Student Business Services, with recommendations for revision forwarded to the Vice President for Facilities and Safety Services and the Vice President and Chief Financial Officer by May 15.

POLICY/PROCEDURE:

1. Policy.

- a. It is recognized that service vehicles are required to transport personnel and materials to work sites on the campus. It is not the intent of this policy to hinder or handicap workers in the performance of their duties. Property damage and unsafe conditions, however, frequently occur on campus as a result of drivers ignoring parking regulations. This policy is intended to provide a complete understanding of the TTUHSC's requirements and expectations as they relate to service vehicle parking.
- b. External vendor and delivery vehicles will be directed to the appropriate service area/drive by making prior arrangements with the TTUHSC Parking Services Office (806-743-2557) or the corresponding office in Abilene, Amarillo, or Odessa/Midland.
- c. Parking partially in the street and partially on a walk/curb is prohibited. Vehicles must park in designated areas only.
- d. Blocking of doorways, sidewalks, handicap access, and fire lanes is prohibited.
- e. Movement of heavy equipment and supplies to the buildings will be accomplished from the loading dock, or the designated delivery area, if possible. If not possible, the individual or contractor responsible for moving, loading, hauling, etc., should make prior arrangements with the designated project manager who will contact the Parking Services Office or the corresponding office at Abilene, Amarillo, and Odessa/Midland to obtain alternate delivery, parking and routing information to ensure protection of lawns, sidewalks, brick areas, ramps, lawn sprinkler systems, designated fire lanes, etc.
- f. Maintenance or service of the facility which cannot be accomplished from the designated campus loading docks will be coordinated through the Parking Services Office or the corresponding office in Abilene, Amarillo, or Odessa/Midland to ensure adequate protection of surrounding facilities and unimpeded vehicular, pedestrian, and emergency traffic.
- g. Damage resulting from vehicles traversing lawns, sidewalks, bricked areas, etc., will be repaired by Grounds Maintenance, TTUHSC Facilities Operations, or Regional Facilities Operations and Maintenance. All repair costs will be charged to the department or vendor/contractor responsible for such damage as determined by TTUHSC and in the context of the circumstances.

2. **TTUHSC or TTU Vehicle Parking.** Employees operating TTUHSC or TTU vehicles will be instructed to park only in the following areas which are listed in priority order:
 - a. TTUHSC or TTU service vehicle parking spaces at the loading dock or designated service vehicle parking location, F-0 (Lubbock campus)
 - b. Time-limited parking
 - c. On-street parking (Lubbock campus)
3. **Issuance of “M” Stickers.** At the Lubbock campus, employees with substantial business reason requiring use of their personal vehicle related to performance of official duties, may provide a justified written request to Parking Services, with their supervisor’s endorsement, for the issuance of an “M” sticker. Parking Services, in consultation with the Vice President for Facilities and Safety Services, will determine justifiable cause and may approve or decline the request. If approved, the “M” sticker must be affixed to the windshield adjacent to the official Texas Tech parking permit. “M” stickers may be revoked by Parking Services if abuse of its use is observed by the authority having jurisdiction.

Regional campuses may adopt a similar policy as determined necessary to conduct TTUHSC business.
4. **TTUHSC or TTU vehicles (Red “M”).** At the Lubbock campus, employees of Texas Tech displaying an “M” sticker are permitted to park in service vehicle parking, service drives, designated contractor parking, time limited parking or in designated visitor parking. As a last option, these vehicles may park against the street curb, provided that vehicular, pedestrian, and emergency traffic is not impeded and that the curb is not identified as a fire lane.
5. **Vendor Parking.** For external vendor and delivery vehicles, parking spaces are available in the Z-1 lot as well as 20 minute loading/unloading at the loading dock. Vendor and delivery vehicles found to be blocking a street, sidewalk or designated parking spaces, will be ticketed and towed by the Parking Services Office or the Police.
6. **Contractor Parking.** Parking space for contractor vehicles will be designated by the Parking Services Office, or the corresponding office at Abilene, Amarillo, El Paso or Odessa/Midland, by prior arrangement through the designated project manager. Contractor vehicles must display a TTUHSC-issued hanging permit clearly displayed from the inside rearview mirror or visor of each vehicle at all times while parked on TTUHSC property.