

BUILDINGS, GROUNDS, AND EQUIPMENT MANAGEMENT:  
TRAFFIC AND PARKING CONTROLS

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(LOCAL)

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The traffic and parking policies and procedures of Galveston College are designed to promote public safety and to create safe traffic and parking conditions on campus.

PARKING ON  
CAMPUS

The College shall provide, insofar as possible, parking spaces on campus for use of staff, students, and guests of the College. However, Galveston College does not guarantee a parking space, nor does the absence of a parking space justify violation of the College's motor vehicle rules and regulations.

PARKING PERMITS

All students, faculty, staff, and Board members utilizing campus parking facilities must properly display a valid Galveston College parking permit and park in an appropriate parking space.

Failure to display a parking permit as described above constitutes a parking violation. (For additional information on parking violations, see parking violations below.) Students, faculty and staff shall be responsible for all permits registered in their name, regardless of the owner of the vehicle.

WHERE TO PARK

Students, faculty, staff, and Board members with handicap / disability license plates or special handicap tags may park in any designated handicap space. All students may park in all parking lots and spaces not designated for visitors, for the disabled, for college vehicles, for faculty and staff, or as reserved. These spaces are reserved 24 hours a day 7 days a week.

GENERAL  
PROVISIONS

1. Galveston College has developed Campus Motor Vehicle Rules and Regulations for the purpose of proper identification of vehicles of persons who have legitimate business with the College; to ensure safety/notification of students, faculty and staff in an emergency; to provide orderly parking, traffic and use of parking facilities; to provide for the issuance of vehicle identification permits; to ensure pedestrian safety; and, to provide for enforcement in the event of violation. The operation of a

motor vehicle on Galveston College property is governed by College policies and procedures.

2. The fact that a violation notice is not issued when a violation occurs does not imply that the regulation or rule is not in effect. Each vehicle operator is responsible for knowing and following the parking rules and regulations.
3. Campus Security has been charged with the authority to enforce these regulations, including the right to immobilize or tow vehicles for specific violations and/or for repeat violators. The owner or operator of an immobilized or towed vehicle is responsible for the cost of towing and storage fees in addition to any other assessed fines.
4. The College assumes no responsibility for any vehicle or its contents while the vehicle is parked or operated on College property. All vehicle operators should lock or otherwise secure their vehicles when parked on the Galveston College campus.
5. Registration of Motor Vehicles: All students, faculty and staff at Galveston College are required to identify their motor vehicles on campus through the use of a Galveston College Parking Permit. Parking Permits may be obtained free of charge from Media Services by completing the appropriate form.
6. Procurement of a Parking Permit by students or employees does not guarantee a specified parking space. Each driver is responsible for finding a legal parking space. Inability to locate a parking space is not an excuse for violating parking regulations.
7. A Parking Permit may not be obtained for or displayed by an individual ineligible to receive the permit. The College may suspend for a period of up to one (1) year, the parking privileges of individuals who violate this regulation.
8. Reserved Parking Permit: GC Employees assigned to designated reserved (restricted) parking spaces will be required to display a valid parking permit and the reserved parking hang-tag.
9. Parking for Disabled Persons: Galveston College follows state law regarding parking for disabled persons. Students, faculty and staff who have qualified and obtained a license plate or placard reflecting disability from the County Tax assessor's Office will be issued a parking permit. Those individuals may park in any parking space for disabled persons as long as their license plate reflects disabled status or their placard reflecting disability is hanging in their vehicle and is clearly visible.

10. Display of Parking Permits: Parking permits must be current and properly displayed on the motor vehicle. On automobiles trucks, and/or golf carts the parking permit must be prominently displayed in a manner that allows a clear view of the permit: Decals will be placed on the lower left corner of the rear window or left side of the rear bumper for convertibles and/or other similar vehicles. Hang-tags will be hung from the inside rear-view mirror.

BICYCLE,  
MOTORCYCLE,  
MOTOR SCOOTER  
AND MOPED  
PARKING  
REGULATIONS

1. In accordance with Texas law, operators of bicycles, motorcycles, motor scooters and mopeds shall be granted all the rights and shall be subject to all the laws and duties applicable to the driver of a motor vehicle while on the Galveston College campus.
2. Parking of bicycles must be restricted to designated areas or bicycle racks. Bicycle racks are located next to the Northern Building, east side.
3. Parking of motorcycles, motor scooters or mopeds must be restricted to areas or spaces marked or designated for these types of vehicles. Designated motorcycle parking spaces are located between the Fine Arts Building and the Northern Building and on the eastside of the Hermes Fitness Center.
4. Any of these vehicles found parked illegally and creating a potential safety hazard may be impounded or cited.

VIOLATIONS

- Parking Permit Violations
  - ◆ No valid permit
  - ◆ Failure to display valid GC parking permit
  - ◆ Permit improperly displayed
  - ◆ Displaying a permit that has been altered or forged
- Parking Violations
  - ◆ Parking in a “No Parking” zone
    - Parking where prohibited by signs, painted curbs, or lines
    - Parking where no marked space exists
    - Parking on grass, grounds, or turf
    - Parking in area which has not been designated for parking
    - Parking in a fire zone
    - Parking in a loading zone
    - Parking in a reserved space or area
    - Parking in faculty/staff or reserved space

- Parking illegally in a “Visitor Only” reserved space(s)
  - Parking illegally in any controlled space or area
- ◆ Parking in a space for disabled individuals without properly displaying a license plate or placard (hang-tag) for disabled individuals.
- ◆ Blocking drives, sidewalks, exits or loading zones.
  - Parking in a manner that obstructs or impairs proper usage of sidewalks, driveways, streets, curbs, ramps, loading zones, marked crosswalks, or disabled access.
  - Parking in a manner to prevent, impair or obstruct other vehicles from entering or exiting parking lots, parking spaces, or access streets that enter and exit the campus.
  - Parking in a manner that obstructs truck access to dumpsters.
- ◆ Illegal parallel parking on two-way streets and roadways.
  - Parking in a manner that obstructs two-way flow of traffic on any campus street or within a parking lot.
  - Failure to park with right-hand wheels within eighteen (18) inches of the street curb.
- ◆ Failing to park within marked space. Failure of one vehicle to park within the marked boundaries is not implied consent for others to park with any part of the vehicle over the line.
- ◆ Parking in a “double parked” fashion.
- ◆ Playing loud and disruptive music
- ◆ Stopping or parking a vehicle on the roadway side of any vehicle parked at the edge or curb of a street or parking lot.
- Moving Violations
  - ◆ Speeding (The campus speed limit is 10 miles per hour)
  - ◆ Burning-off
  - ◆ Reckless driving
  - ◆ Running a stop sign

- ◆ Failure to yield right-of-way
- ◆ Driving the wrong way on a one-way street or parking lot through way
- ◆ Executing an illegal U-turn
- ◆ Failure to yield to a pedestrian in a cross-walk
- ◆ Operating a motor vehicle on curbs, sidewalks, grass, etc.
- ◆ Other moving violations as defined by law

ENFORCEMENT

1. All laws of the State of Texas, ordinances of the City of Galveston and rules and regulations of Galveston College are in effect on the campus 24 hours a day.
2. Special temporary parking arrangements may be made through the Director of Facilities.
3. Reserved spaces, whether by designated “Reserved” signs or reserved by Campus Security for special events, will be enforced.
4. Traffic and Parking Notices: Galveston College Security may issue Galveston College Violation Notices.
5. Immobilization of Vehicles: Vehicles may be immobilized by means of an automobile ‘boot’ at the expense of driver/owner. Immobilized vehicles may be subject to additional fines and/or penalties.
6. Towing of Motor Vehicles: All Galveston College parking lots are posted with signs stating “Towing Enforced – Permit Parking Only – Unauthorized Vehicles Will Be Towed at Owner’s or Operator’s Expense – Towing Enforced 24 Hours a Day.” Unauthorized, illegally parked and abandoned motor vehicles are subject to removal from Galveston College parking lots by towing. Towing will be in accordance with Texas Transportation Code – Chapter 684.
  - Violations and Violation Notices resulting in immobilization or Towing:
    - ◆ Receiving three (3) Violation Notices for any violation may result in vehicle being immediately towed at owner’s expense.
    - ◆ Unpaid parking fines
    - ◆ Blocking emergency access and driveways/doorways
    - ◆ Parking in fire zones
    - ◆ Blocking fire hydrants
    - ◆ Vehicles determined to be abandoned
    - ◆ For any violation causing disruption or a safety concern, the vehicle may be immediately towed at owner’s expense.

**FINES AND  
PENALTIES**

Permit Violations.....	\$ 10
Parking in a No Parking Zone.....	\$ 10
Parking in a reserved, visitor, or faculty/staff space.....	\$ 10
Moving Violation.....	\$ 25
Parking in designated disabled space without appropriate permit.....	\$ 50
Immobilization fee.....	\$ 50

Penalties: Parking privileges may be suspended for a period of up to one (1) year for habitual violators. The vehicles of habitual violators may also be towed without notice at the expense of the vehicle owner.

All fines for parking violations, permit violations, or moving violations are due within ten (10) working days from the date of the violation. A late payment fee of \$10 will be added to a traffic/parking violation fine if payment is not made within ten (10) working days from the date of the violation. All grades, records, and transcripts may be withheld for unpaid fines and/or other financial obligations that are due to the College.

**APPEALS OF  
VIOLATIONS,  
FINES,  
IMMOBILIZATION,  
OR IMPOUNDS**

Students, faculty, staff, and Board members who receive a violation notice or whose vehicle has been impounded may request a review of that action by submitting a written request to the head of Campus Security or the senior Galveston County Sheriff's Deputy assigned to Galveston College within ten (10) working days of the date of the Violation Notice. The review request will be acted upon within fifteen (15) working days of the date of submission. If the head of campus security finds that the vehicle was improperly impounded, the Violation Notice and towing / impounding expenses incurred by the student or employee for whose vehicle was impounded, will be reimbursed by the College. Appeals to the decision of the head of campus security will be handled for students through the Vice President of Student Services and for employees through the Vice President for Administration. All appeals must be submitted in writing within ten (10) days of the review decision by the head of campus security. All appeals will be heard by the appropriate Vice President within fifteen (15) days of the date an appeal is submitted.

**IMPLEMENTATION**

The President of Galveston College or his/her designee is charged with the development of appropriate procedures for the implementation and enforcement of this policy.

