



I. 8.7.8 Parking

Chapter 8 - Health & Safety	Original Effective Date: June 2000
Section: 8.7 University Police	Date Last Reviewed: December 2024
Responsible Entity: Chief, University Police	Date Last Revised: August 2021

II. Purpose

The purpose of this Policy is to outline parking services for students, faculty, staff, and visitors of UT Health San Antonio in order to provide safe and efficient access to university facilities.

III. Scope

This Policy applies to faculty, staff, students, visitors, and other persons assigned responsibilities for the benefit of UT Health San Antonio, and that park a vehicle at any university facility.

IV. Policy

Parking and Transportation Services is responsible for enforcing parking and traffic regulations as authorized by *Article 51.206* of the Texas Education Code and approved by the President of UT Health San Antonio. Parking operations include the distribution and regulation of daily, permitted, and special event parking, as well as the maintenance of parking lots and garages.

A. Parking Permits

1. Faculty, staff, students, and other persons assigned responsibilities for the benefit of UT Health San Antonio, and that park a vehicle at any university facility, must apply for a parking permit. Parking permits are issued by the Parking Services Office from 8:00 a.m. to 4:45 p.m., Monday through Friday, excluding authorized holidays.
2. Parking Assignments are based on the requestor's preference and availability of parking zones or reserve spaces at the time of registering for a parking permit.
 - a. If a desired zone or reserve space is not immediately available, the requestor may ask to be placed on a waiting list for the desired zone or reserved space.
 - b. Assignments are then based on the position of the requestor on the waiting list and their indicated preference.

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- c. When a preference becomes available, the Parking Services Office will attempt to contact the requestor, during normal business hours, at the email address provided on the waiting list.
 - d. If unable to contact the requestor, or if contact is made but the requestor declines the offer or fails to accept the offer within three (3) business days, the requestor forfeits their position on the wait list and their zone and reserve space preference.
3. All parking permits, except those purchased on the payroll deduction plan, will expire on August 31 of each year.
 4. Permits paid through the payroll deduction plan are non-expiring if the member remains on the payroll deduction plan.
 - a. Parking permits will not be renewed if an individual has unpaid citations, fees, and/or late charges.
 - b. Parking permits on the payroll deduction plan will automatically be cancelled on August 31 of each year if an individual has unpaid citations and fees.
 - c. Loss of the permit, due to unpaid citations or failure to renew the permit by August 31, will result in an individual losing their respective parking zone and reserve space assignment.
- B. Parking Citations
1. Enforcement is achieved by issuing campus parking citations or Magistrate Court Appearance citation, as authorized by *Article 51.206* of the Texas Education Code.
 2. Fines for parking violations must be paid within ten (10) calendar days at the Parking Services Office.
 - a. A late fee is assessed at an escalating rate for each citation that is not paid or appealed within ten (10) calendar days of the date the citation was issued.
 - b. Payment plans are not offered for the collection of unpaid citations, fees, and late charges. All citations, fees, and late charges must be paid in full at one time.
- C. Special Events
1. Event and Outside Group Parking
 - a. When planning an event that will require guests/visitors to park on campus, department personnel must submit a [Special Events Request](#) at least ten (10) business days prior to the event. Request forms submitted later than ten (10) business days will be assessed a \$50 late fee. Outside group functions are required to have a UT Health San Antonio sponsor.
 - i. The sponsor must provide the Special Events Coordinator an estimate of parking spaces required for the group function.
 - ii. Outside group functions will be charged a visitor parking fee of \$10.00 per vehicle per day. This fee is payable in advance at the Parking Services Office upon approval for use of UT Health San Antonio facilities.

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2. Continuing Education Parking

- a. Continuing Education course registration fees shall include a daily parking fee.
- b. Continuing education coordinators must provide a worksheet with the number of registrants attending the continuing education training and provide Parking Services with a department PID/account number to be charged for parking services fees.
- c. Advance notification to the Special Events Coordinator is required to provided estimated parking fees.

V. Definitions

There are no defined terms used in this Policy.

VI. Related References

[Parking Services Office website](#)

VII. Review and Approval History

The approving authority of this policy is the University Executive Committee.

Effective Date	Action Taken	Approved By	Approved Date
06/2000	Policy Origination		
08/2021	Policy Revision, discretionary edits		
12/2024	Policy Review		