



# **Parking and Traffic Regulations**

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## **Preface**

### [Print Parking and Traffic Regulations /Campus Parking Map](#)

This document provides guidance and policy information concerning parking and traffic rules for the University of the Incarnate Word (UIW). The intent of these guidelines is to provide for the efficient operations of the UIW parking and traffic program, and to ensure the safety and welfare of all students, employees, and visitors while operating or parking a vehicle on campus. UIW adheres to and enforces applicable state laws, city ordinances and UIW parking and traffic regulations. The UIW Police Department is authorized to enforce provisions of this policy.

Parking is enforced Monday through Friday during the Fall and Spring Semesters (excluding UIW recognized holidays).

- In Premium Lots from 7:00am to 7:00pm
- In Economy and Off-campus lots from 8:00am – 5:00pm

## **1. Parking**

### **1.1. Instructions to register vehicle**

- 1. Students and Employees need to access Cardinal Cars via the Cardinal Apps portal**
2. Login to Cardinal Apps portal using Cardinal email username and password.
3. Select the Cardinal Cars icon.
4. Read and agree to Parking Rules and Regulations.
5. Click on 'Get Permits'
- 6.

### 1.3.2. “Temporary” ADA

Temporary ADA parking access must be approved by the State and the approved documentation scanned/mailed to the UIW Business Office ([busad@uiwtx.edu](mailto:busad@uiwtx.edu)) to request UIW Temporary ADA permit. A temporary ADA permit will only be granted for maximum of 30 days with a medical certification.

### 1.3.3. UIW Guests

UIW guest needing to utilize ADA parking spaces should stop by the Visitor Information and Parking Office for a day pass to avoid any citations for not having a permit.

### 1.3.4. Disabled / Decorated Veterans

- x Students or employees whose vehicle displays the military specialty license plate issued by the Texas Department of Transportation (TXDoT). Upon registration of vehicle and proper validation of license plate the veteran is eligible to receive a University parking permit at no cost for which they are eligible. This privilege applies to the veteran (registered student or current employee) **ONLY. The fraudulent use of another person’s DV placard may result is a fine and the revocation of all parking privileges.**
- x Veterans must do the following
  - o Register their vehicle via Cardinal Cars
  - o Select their permit type
  - o Will be required to provide proof of the Vehicle Registration (TXDoT) and proper identification to the Business Office for final approval. Documentation must be scanned/mailed [busad@uiwtx.edu](mailto:busad@uiwtx.edu)

### 1.4. Payment ~~Of~~ ~~0.00~~ ~~0d5~~ (Y.) ~~10~~ Tc 0 Tw 3.30 Tdu

## **1.5. Parking Permit Information**

Parking on any UIW campus or affiliated parking lots is by **Permit Only**. Parking is a university granted privilege extended to individuals who agree to abide by Incarnate Word parking and traffic regulations. The privilege may be withdrawn from those who demonstrate an unwillingness to adhere to the University's policies and regulations.

## **1.6. Parking and Permit Definitions and Explanations**

### **1.6.1. Definitions**

- x Main Campus Parking is “any legal parking space” located on the Broadway campus at 4301 Broadway in San Antonio and its adjacent University owned property. The Main Campus includes Founders Hall and adjacent lot located at 4119 Broadway (entrances on Hildebrand and Broadway). These spaces/lots are divided into Premium Lots/spaces and Economy Lots/ spaces. UIW parking areas are described and defined below.
- x Parking Areas are defined as follows:
  - o Spaces design.9 (d)ted a

### **1.6.2. Parking Area/Level Descriptions**

- x Premium Area: All general designated parking spaces between Broadway St. and San Antonio River
- x Economy Area: All general designated parking spaces between US281/I-37/McAllister Fwy. to the San Antonio River and Founders Hall located at 4119 Broadway
- x Off-site Parking Area: (registered vehicles only)
  - o First location: All legal spaces in the parking lot at 106 Groveland (furthest east of Subway between Groveland Pl. and Allensworth St.)
  - o Second Location: All legal spaces on the backside of the parking lot located at 4100 Broadway (between Allensworth St. & Thorman Pl.)
- x Professional Schools, SPS Parking & High School Parking Areas: These parking lots are located at their respective campuses.

### **1.6.3. Parking Permit Types by designated Parking areas**

- x Priority Permit – Premium Lot Access: all legal spaces (not reserved, labeled or coned) 12 0 Tw 1



- X **M** Permit – Motorcycle Parking Area Access: allows access to park in **designated** motorcycle parking areas in the Agnese/Sosa Garage and in any legal space in the Economy Lot.
- X **W/WH** Permit – Wellness Center Member Parking Permit: These permits are for Wellness Center Members **ONLY**. UIW Employees or Students are not eligible for Wellness permits. Allows vehicle to park in all parking areas. **WH** allows for ADA access with same verification restrictions as the “H” Permit.
- X **R** Permit – Resident Student Parking (Dubuis, Clements, Agnes4.006 Tc 05g76 (o)12.9 (sa,)2 ( )1

- x Beyond the lines designating a legal parking space, (A valid parking space is within the striped stall markings in a paved lot or against a bumper block in a gravel lot. Any area that is not striped, does not have a bumper block in front of it, or is not specifically identified, as a parking space/lot/area is never considered a legal parking space.
- x In front of movable barriers or barricades,
- x In spaces where cones have been placed,
- x In any place marked "No Parking" or "Tow Away Zone,"
- x Without a valid permit for any reserved parking spaces/areas as specifically designated by a posted sign,
- x For an amount of time more than the posted time limits (i.e.: 30-minute parking),
- x At the curb on any street unless signs or pavement marking specifically indicate that parking is permitted,
- x In spaces designated for disabled persons unless the vehicle displays the appropriate permit indicating disability status,
- x Blocking ramps leading to sidewalks,
- x A fire lane defined as red curbs along any street unless signs or pavement markings specifically indicate that parking is permitted,
- x Obstructing the normal flow of traffic,
- x All bicycles may only park in the designated bicycle racks provided throughout the University campus.

## 2 Operating Motorized Vehicle on



### 3 Ticket and Appeal Information

#### 3.1 Parking Ticket/Fines

Parking citations are the responsibility of the vehicle owner/operator or the permit holder. Upon receipt of a citation, Current Student / Employees: pay online through the ePayment center. Non-UIW / Visitor: pay through the T2 portal. Payment is due within ten (10) calendar days (excluding school holidays). Failure to make payment of citations will result in a hold preventing future registration and receipt of official records. For payment questions, please contact Business Office at [busad@uiwtx.edu](mailto:busad@uiwtx.edu) or (210)829-6043.

#### 3.2 Appeal Process

Any person, who receives a citation and believes his /her receipt of the citation unwarranted, must follow the procedures below. All appeals must be submitted within ten (10) calendar days of the issuance of the violation. Failure to appeal a citation within ten (10) calendar days will result in a loss of appeal option. Such an appeal must detail the circumstances surrounding the violation and specific reasons for requesting a reassessment of the citation's fine.

##### o Procedures on filing an Appeal

##### - Current students and employees:

- f All appeals must be submitted through Cardinal Cars located within your Cardinal Apps Account
  - <https://apps.uiw.edu>

##### - Former Students and Non-UIW affiliated guests:

- f All appeals must be submitted through Cardinal Cars:
  - <https://my.uiw.edu/business-office/parking.html>
  - The ticket # (ex: 999999999)
  - Provide the reason for appeal (reason for visit to UIW and reason for parking in the location where ticket was received).

- o All appeals will be given due consideration. Any appeals containing vulgar or profane language will be rejected.

## **4 General Parking Information**

### **4.1 Visitor Information and Parking Office**

The Visitor Information and Parking Office is located at the Broadway entrance of Mission Plaza and adjacent to the Administration Building.

#### **4.1.1 Parking Office Contact Information:**

Office Hours: Monday-Friday, 8:00am-7:00pm (Closed on weekends and holidays)

Phone: 210-283-5066

Submit any additional questions to [parking@uiwtx.edu](mailto:parking@uiwtx.edu)

### **4.2 Temporary Parking Permits**

Any vehicle parked on UIW property must have a parking permit. To obtain a temporary parking permit, visitors, vendors or UIW Affiliates must

## **5 Immobilization (Booting) and Towing**

### **5.1 Immobilization**

#### **5.1.1 Immobilization (Booting) Vehicles**

Vehicles may be immobilized (booted) or towed for, but not limited to, the following:

- x Parking in a Fire Lane
- x Parking in disability spaces without proper state issued permit/plate
- x Parking in areas that have been reserved/cordoned off by university officials
- x Excessive parking fines
- x Other violations of the Parking & Traffic Regulations

#### **5.1.2 Procedures for claiming an immobilized vehicle during regular business hours:**

- x **UIW student/employee or visitors to UIW:**
  1. Go to the Business Office and sign vehicle agreement form
  2. Make arrangements for any outstanding citations and register your vehicle
  3. Go to the Visitor





## 6 Miscellaneous

## 6.2 Parking for UIW Off-Campus Affiliates

### 6.2.1 Off-Campus Employees:

- x Vehicle must be registered via Cardinal Cars to park in any legal space on the UIW campus.
- x Each UIW off campus site may have designated areas for the various permits issued; employees may park in designated parking areas at each respective site.
- x Employees are expected to comply with State Law, 0 -1.3 st 419.4 5722.04 68 670324 (c) 6 1a (d)

## **6.4 Additional Traffic Provisions**

### **6.4.1 Traffic Control**

The UIW Police Chief may authorize any means of traffic control not covered by this regulation, when deemed necessary and prudent, to include redirecting traffic off campus. Failure to observe temporary and/or specific instructions or failure to obey a UIW Police Officer while directing traffic may result in an assessment of penalties deemed appropriate to include fines/fees.

## **6.5 Penalties for Non-Compliance**

### **6.5.1 Continued Defiance of Regulations**

Should student or employee consistently fail to comply with any traffic and/or parking regulations to the point of becoming a disciplinary problem, The UIW Police Chief may bring the situation to the attention of the appropriate dean or supervisor.

## **6.6 Overnight and Afterhours Information**

### **6.6.1 After-hours Entry**

- x Between the hours of 11:00 PM – 4:30 AM, the UIW Police close all the campus gates diverting all traffic to enter campus at the Burr Road/Broadway Street entrance.
- x Upon entry, the UIW Police Officer will request to see a valid picture ID (UIW ID or Driver's License) before entry onto campus is considered.
- x UIW residents are permitted may come and go without restrictions. Employees and non-resident students must have an ID and proper documentation to enter campus between 11:00PM and 4:30AM. All other individual requiring after-hours campus access must be a guest of a current UIW resident student living on the main campus. Any non-resident individual attempting to enter campus without identification or proper documentation will be denied access.

### **6.6.2 Overnight, Weekend, and Holiday Parking**

- x Vehicles parked on UIW Campus between 7:00PM and 7:00AM Monday thru Friday and on weekends and holidays do not need a parking permit.
- x Vehicles parked on UIW Campus between 7:00AM – 7:00PM Monday thru Friday must have a valid permit.
- x If the vehicle arrives after normal business hours and is parked on campus during normal business hours, go to the Visitor Information and Parking Office at 8:00AM to obtain a temporary parking permit.

## Appendix A: Fines and Fees

### 1. Parking Violations

- a. No Permit Displayed\_\_\_\_\_ \$100
- b. Parked in lot without correct permit\_\_\_\_\_ \$60
- c. Parked at an expired meter\_\_\_\_\_ \$25
- d. Not a Parking Space\_\_\_\_\_ \$50
- e. No Parking Zone\_\_\_\_\_ \$50
- f. Reserved Parking\_\_\_\_\_ \$50
- g. Fire Lane (impeding or parked)\_\_\_\_\_ \$100
- h. Double parked (Obstructing a second parking space\_\_\_\_\_ \$50
- i. Parked Obstructing Roadway or Emergency\_\_\_\_\_ \$50
- j. Parked blocking an ADA accessible ramp/lane\_\_\_\_\_ \$225
- k. Parked in an ADA designated space/area\_\_\_\_\_ \$225
- l. Improperly parked bicycle\_\_\_\_\_ \$50
- m. All other fines not listed\_\_\_\_\_ \$40

## **Appendix B: What to do if involved in a Motor Vehicle Crash/Accident**

### **B.01 On Campus:**

If involved in a motor vehicle accident on the UIW campus (personal or University vehicle)

- x Check for injuries to anyone involved.
  - o Injuries:
    - f Call the Incarnate Word Police Department (UIWPD) at 210.829.6030 or 9-1-1 immediately.
  - o No injuries:
    - f Move the vehicles out of traffic if possible.
- x Call the UIWPD (210.829.6030). An officer will be dispatched to take the report.
- x Make sure to provide a valid driver's license and current insurance.
- x Tell the officer exactly what happened.
- x If vehicle was struck while unattended (owner not present when it happened), call the UIWPD immediately upon discovery.
- x The UIWPD Officers will complete a Damaged Property report or the Texas Peace Officers Crash Report.
- x Reports are available 5-10 business days after the accident is reported.
- x Reports may be purchased for \$5.00 (exact change only) per report at the Campus Police Office during normal business hours. (Monday- Friday, 9:00am-4:00pm)

### **B.2 Off Campus:**

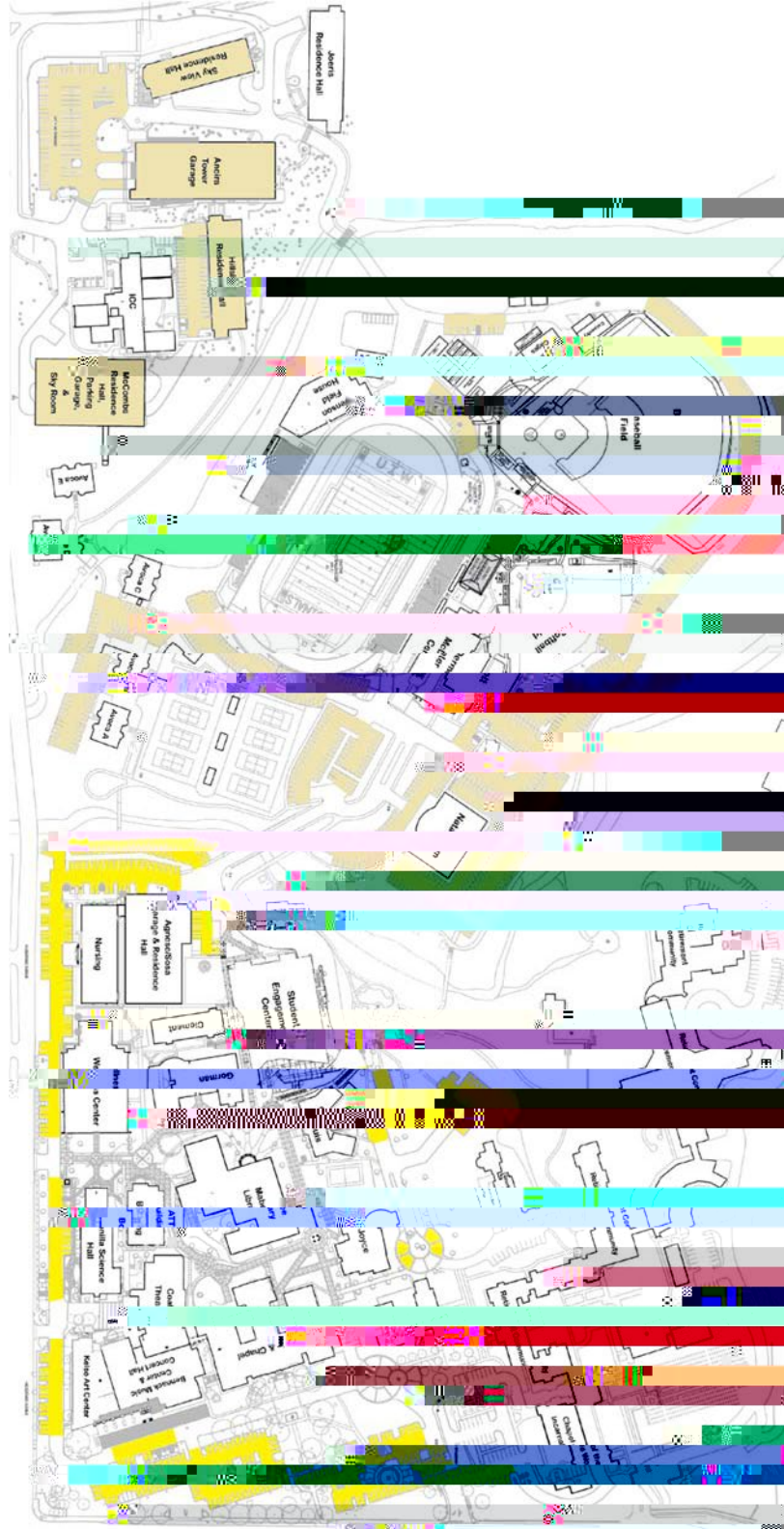
If involved in a motor vehicle accident

## Appendix C: Parking Maps

### C.01 Main Campus General Parking Map

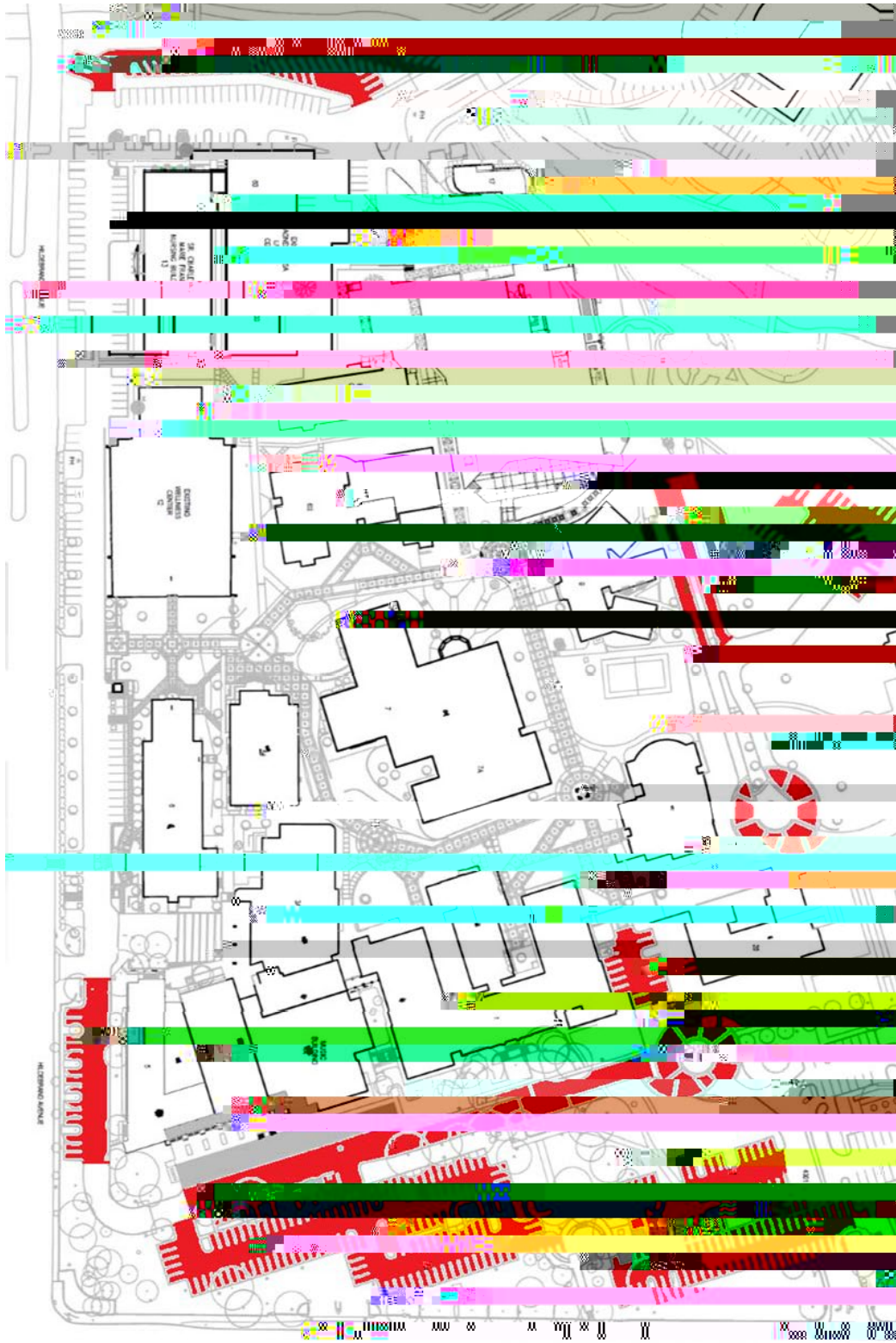
Premium Lot is colored in bright Yellow

Economy Lot is colored in light Yellow



**C.01 UIW Lot Closures for Light the Way**

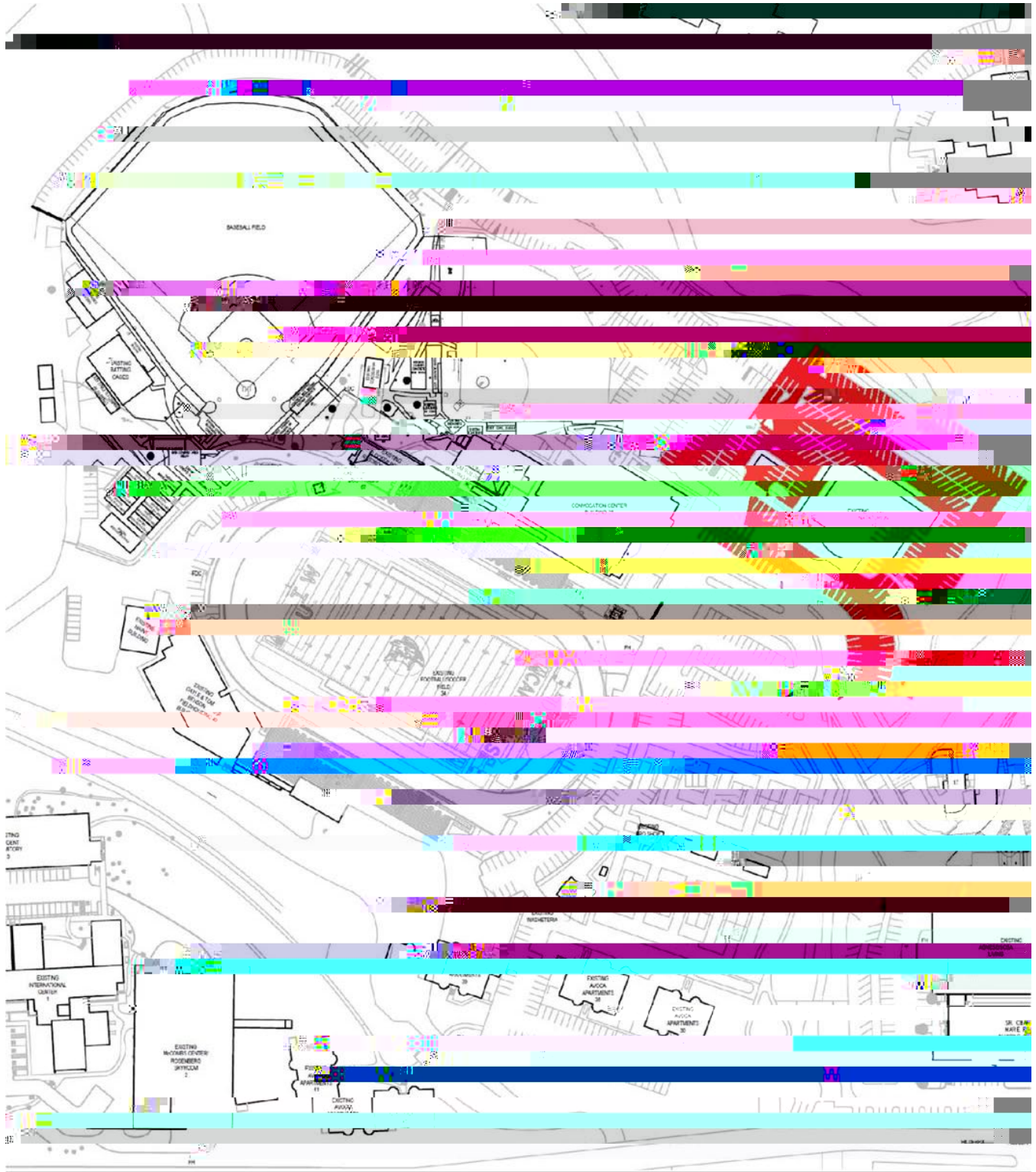
The lots will be closed and cleared the night before the event





## C.01 UIW Lot Closures for CAB Events

The lots will be closed and cleared the night before the event.





**C.01 UIW Lot Closures for UIW Festivals, Home Football Games, Corporate Cup & Alamo Heights Night**

During the set up and the events, there will be no in/out traffic to the Avoca Apartments.

It is suggested that the residents of Avoca use McCombs Garage for parking during these events.