

# BLINN COLLEGE ADMINISTRATIVE REGULATIONS MANUAL

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**SUBJECT:** *Parking and Traffic Regulations*

**EFFECTIVE DATE:** September 27, 2011; amended February 19, 2013, June 17, 2014, October 25, 2016, and June 30, 2021

**BOARD POLICY REFERENCE:** CHC

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## **PURPOSE**

The Blinn College District “College District” established the following guidelines, regulations, and statements of authority for the safety and welfare of College District students, employees, and property. It is each person’s responsibility to comply with the College District’s parking and traffic regulations.

## **APPLICABLE LAWS AND AUTHORITY**

Chapter 51 of the Texas Education Code grants authority to the College District to enact parking and traffic regulations, and to exercise jurisdiction over offenses. The Texas Transportation Code applies to the vehicular traffic on College District property. The operation of any vehicle or bicycle on College District property is a privilege granted by the College District, and is not an inherent right of any student, faculty, or staff member.

All College District Police Officers (District Police) and Parking Enforcement personnel have the authority to enforce federal and state laws, as well as these parking and traffic regulations, on all College District property.

## **LIABILITY/RESPONSIBILITY**

Parking on College District property is at the vehicle owner’s own risk. Except as provided under the Texas Tort Claims Act, neither the College District nor its employees are liable for damage or loss to any non-College District vehicle or its contents, irrespective of whether the loss or damage resulted from fire, theft, or Act of God, and irrespective of whether the loss or damage occurred on College District property.

Any person who willfully or through negligence causes damage to any property belonging to or under the control of the College District shall be liable for any damages done to said property.

## **PARKING AND TRAFFIC ENFORCEMENT**

District Police and Parking Enforcement personnel may enforce parking and traffic regulations by:

- Issuing College District parking and traffic citations and/or State of Texas citations,
- Suspending or revoking any College District Parking Permit,
- Barring re-admission to the College District, withholding grades, degree(s), refunds, official transcripts, of any student for non-payment of outstanding parking or traffic citations,
- Initiating disciplinary action against students and employees (personnel improvement plan) who fail to abide by the Blinn College District Parking and Traffic Regulations, and
- Denying parking permits to those with overdue charges.

## PARKING AND TRAFFIC VIOLATIONS

All traffic and parking regulations are in effect at all times. The District Police and/or Parking Enforcement issues parking citations. The parking fine per violation is \$50.00.

Drivers may not park, operate, or secure motorcycles, motor scooters, mopeds, bicycles, or other motor assisted bicycles in unauthorized places such as sidewalks, rails, trees, or inside a College District building. The College District will impound any unsecured bicycle.

Students, faculty, and staff who establish residence or become engaged in gainful employment in the State of Texas must register and title their vehicle within 30 days.

Parking and traffic violations include, but are not limited to, the following:

- Failure to display a valid College District Parking Permit,
- Parking in an unauthorized space, and
- Violation(s) of the Texas Transportation Code.

## PARKING DESIGNATIONS

- “Reserved” spaces are for faculty/staff use only
- “Numbered” spaces are for faculty/staff on the Brenham campus and for Pay-By-Space on the Bryan campus
- “Visitor” spaces are for use only by persons who are visiting the College District
- Blinn-Brenham Campus:
  - Resident Permit holders may park in residence hall, apartment and commuter lots only
  - Commuter Permit holders may park in commuter lots or street parking only
- Blinn-Bryan Campus:
  - Blinn-Bryan Students may either use the College District’s Pay-By-Space parking, without purchasing a Blinn parking permit; or purchase a parking permit and utilize available student parking lots. NOTE: Blinn-Bryan students who purchase a parking permit may also utilize Pay-By-Space; however, the student must pay the hourly Pay-By-Space fee at the kiosk.
  - An employee parking permit does not grant usage by employees of Pay-By-Space parking. Employees who intend to utilize Pay-By-Space parking, must pay the hourly Pay-By-Space fee at the kiosk.
- Blinn-RELLIS Campus:
  - Please refer to the [Texas A&M RELLIS parking information page](#).

## VEHICLE REGISTRATION – PARKING PERMIT

All students parking a vehicle on the Blinn-Brenham, Bryan, or Schulenburg Campuses must register their vehicle and purchase a College District parking permit if the student does not plan to utilize Pay-By-Space parking. When parking on College District property (campus street boundaries included), drivers must ensure that the parking permit is clearly visible with no obstructions. Blinn-Sealy Campus parking is not College District property for the purposes of this procedure.

- **Parking Hang Tag** – must be hung from the rearview mirror with the permit number facing the front windshield

- **Parking Decal** – for vehicle must be properly affixed (not taped) on the inside, in the lower right corner (passenger side) of the front windshield (opposite of the vehicle inspection sticker); for motorcycle must be displayed on the license plate or the windshield

In order to receive a College District parking permit, a student must register for classes, complete the vehicle registration process, and pay the vehicle permit fee. Parking permits are purchased online through the parking portal.

Students living on the Blinn-Brenham Campus must have either an resident permit. All other students qualify for commuter permits.

The registered owner of the permit is responsible for all parking citations incurred when utilizing the permit for compliance with College District Parking and Traffic Regulations.

Parking permits are not transferable to any other vehicle or person.

Parking permit fees are non-refundable.

Permit holders must report stolen or vandalized parking permits to District Police and Enrollment Services as soon as possible. Possession of a stolen parking permit is grounds for disciplinary action.

The College District publishes information regarding vehicle registration fees and citation fines on the [parking webpage](#).

### **TEMPORARY PERMITS**

Permit holders must request and secure a temporary permit when parking an alternate vehicle on College District property. Permit holders may request temporary permits from Enrollment Services. The College District issues temporary permits based on the nature of each request (*e.g.*, vehicle repairs, switching vehicles, rental vehicles). Only current permit holders may receive a temporary permit. Temporary permits allow the permit holder to park the vehicle in the assigned location of the officially issued permit.

### **VISITORS**

Visitors to the College District must check-in at Enrollment Services and may pick up a Visitor Parking Permit if intending to park a vehicle on campus. Visitors must park in designated “Visitor” parking spaces and must abide by state traffic laws and the College District’s Parking and Traffic Regulations. The College District will issue parking citations to any non-visitor parking in a visitor space.

### **ADDITIONAL PARKING INFORMATION FOR SPECIFIC STUDENTS**

#### **Disabled Veterans**

The College District provides free parking in designated handicapped spots to students who are qualified disabled veterans. In order to obtain a parking permit, the student must provide the following proof of eligibility to Enrollment Services on the Blinn campus where the student will attend classes:

A photo demonstrating that the vehicle displays either of the following:

- a. special license plates issued under Texas Transportation Code § 504.202 (Veterans with Disabilities); or
- b. license plates issued by another state of the United States that indicate on the face of the license plates that the owner or operator of the vehicle is a disabled veteran of the United States Armed Forces.

### **CITATION APPEAL PROCEDURE**

Recipients of College District parking citations who wish to appeal the citation must submit an appeal online through the parking portal within 10 calendar days of the citation issue date. Recipients must utilize the online College District Parking Portal, or file the appeal in writing to the Office of the Executive Dean of the campus where the recipient received the citation. The Executive Dean will evaluate the appeal and issue a final decision of either “Granted” or “Denied” within 10 calendar days of receiving the appeal. The Executive Dean will submit the decision via email to the address provided in the appeal request. A decision by the Executive Dean denying an appeal is final. A ruling by the appropriate Executive Dean granting an appeal is subject to final approval by the Chancellor or the Chancellor’s designee. The Chancellor or the Chancellor’s designee will issue the final approval within ten college business days of receipt of the appeal. A decision by the Chancellor or the Chancellor’s designee is final and is not subject to further appeal.—The appeal will be reviewed and its decision will be returned to the student or employee by email. Decisions are final and not subject to further review.

The College District will remove successfully appealed citations (“Granted”) from the student’s account. Students may pay citation fines for “Denied” appeals online through the College District Parking Portal or at Enrollment Services. The College District will place a “Business Office Hold” on the student’s account for an unpaid citation.

The appeals process described in this regulation is the only method for having a citation dismissed. Only the Executive Dean of each campus has the authority to dismiss a citation. Besides the Blinn personnel listed in this appeals process, no other Blinn personnel have the authority to dismiss a citation.

### **TOWING PROCEDURES**

The College District enforces Parking and Traffic Regulations at all times, including weekends, holidays, and vacation periods. The College District reserves the right to regulate the use of its vehicle parking facilities and lots, including the authority to impound vehicles. The responsibility of locating a legal parking space rests solely with the operator of the vehicle.

The College District may tow vehicles for violations of the Transportation Code, College District Parking and Traffic Regulations, or in the event of an emergency. All towing expenses are the responsibility of the vehicle owner. Examples of circumstances under which the College District may tow a vehicle:

- Restricting pedestrian and wheelchair routes;
- Blocking or partially blocking a service drive or roadway;
- Non-operability;
- Abandonment, as deemed by the District Police;
- Parking in a handicap space;

- Blocking a specific area, which creates a danger to the safety and welfare of persons and property (*e.g.*, fire lanes, service areas, traffic lanes, walkways, or posted areas);
- In the event of an emergency; and/or
- Vehicle receiving 3 or more unpaid parking citations and no known responsible driver/owner.

This list is not exhaustive or exclusive. The most effective way to avoid having a vehicle towed is to adhere to all posted regulations and, in the event of receiving a citation, to pay or appeal the citation in a timely manner.