



Parking and Traffic Regulations

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Preface

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

The purpose of the University of the Incarnate Word Parking and Traffic Regulations is to provide for the safety and welfare of all students, employees and visitors. UIW adheres to and strictly enforces applicable state laws, city ordinances and all University regulations pertaining to motor vehicles, bicycle operation, traffic, and parking. UIW Parking Regulations are enforced at all times. The Incarnate Word Police Department is authorized to enforce all State & local laws, ordinances and regulations.

Parking Permits are 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

It is the responsibility of visitors, vendors or UIW affiliates to know and follow the regulations set forth by this document.

The University of the Incarnate Word is not liable for damage or theft to any vehicle parked and/or operated on any of the campuses or off site properties. Your parking permit is a license to park your vehicle in a designated area at your sole risk. Any vehicle parked on UIW campus or off campus lots/properties is parked at the owner's sole risk. No care, custody or care of your vehicle or its contents is assumed by UIW and UIW is not responsible for any fire, theft, damage or loss. Only a license to park is granted by permit and no bailment is created.

The University reserves the right to tow and/or immobilize/boot any vehicle parking illegally or with excessive citations/fines. The University, its officers, agents, and employees are not responsible or liable for any loss or damage incurred because of removal and/or impounding or immobilization of any vehicle.

Parking of non-operative vehicles or vehicles purchased for resale or trade is prohibited on the UIW Campus.

Any vehicle displaying a replicated parking permit is subject to vehicle immobilization and its owner may be charged with Theft of Service (TX P.C. 31.04) and other State Laws that may apply.

1. Parking

1.1. Instructions to register vehicle

1. **Students and Employees need to access Cardinal Cars via the MyWord portal**
2. **Use a computer with printer access to print your temporary permit after completion of following instructions.**
3. Login to My Word portal using Cardinal email username and password.
4. Select the *Cardinal Cars* icon.
5. Read the Parking Rules and Regulations and the Vehicle Registration Disclaimer, upon reading completion, click to proceed.
6. Click on *Parking Permits*
7. Select a permit from the dropdown box and click *Continue*
8. Enter vehicle information. If using a vehicle previously registered, check the box next to the vehicle.
9. At the bottom of the screen, add vehicle information and click “*AddVehicle*”
10. Verify the vehicle information just entered, click ‘*OK*’
11. When registering additional vehicles repeat steps 7 - 9 (Please be aware only one permit is issued for all vehicles and it is the responsibility of vehicle owner to transfer the permit to the vehicle being used on campus.)
12. After adding all of vehicles, click the select box next to each vehicle to be assigned to the permit.
13. Click “*Permit Selection*”, and verify the permit selected, click “*OK*”
14. The Temporary Permit will be displayed, scroll to the bottom and print a copy. (Printing of temporary permit can ONLY be done at the time of Online Vehicle Registration.)

1.2. Payroll Deduction Instructions

1. Click My Word portal
2. Click Cardinal Cars
3. Click register for permit
4. Select term
5. Select the desired permit
6. Select/register vehicle
7. Select “Yes” for “Use Payroll Deduction”
8. Select “Permit Selection” to submit.

1.3. American Disabilities Act (ADA) Parking Permits

1.3.1. Students & Employees

- UIW ADA permits (H Permit) must be purchased in the Business Office. State issued documentation must accompany any ADA (Handicap) Permit Request.

1.3.2. “Temporary” ADA

- Temporary ADA parking access must be approved by the State and the approved documentation may then be brought to the UIW Business Office to request UIW ADA permit.

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

- Students or employees whose vehicle displays the special 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 (Handicap or Economy). This privilege applies to the veteran (registered student or current employee) **ONLY**.
- Veterans must do the following
 - Register their vehicle via Cardinal Cars
 - Select their permit type (H – Handicap or C – Economy)
 - Will be required to bring in the Vehicle Registration (TXDoT) and proper identification to the Business Office for final approval

1.4. Payment Options

- All student accounts will be assessed a parking charge at the time of vehicle registration. All vehicles must be registered in order to park on campus or on any off campus lots or properties.
- The option to order a decal will remain open during the school year and student/employee accounts will be charged at the time of the order.
- UIW full-time employees may opt to use payroll deduction on either a pre-tax or post-tax basis. For payroll deduction, the cost of the permit will be divided into a series of monthly payroll deductions.
- Part-time employees will be required to purchase a permit in order to park on campus or off site locations. Contact the Business Office at 210- 829-6043 for details and cost.

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 individuals who

demonstrate an unwillingness to adhere to the University's policies and regulations.

1.5.1. Cardinal Cars Parking Permit Pick-Up Locations

1.5.1.1. UIW Students and Employees

- Pick up permit in the Business Office prior to the expiration of temporary parking permit.

1.5.1.2. Feik School of Pharmacy, Physical Therapy, Medical School, and Rosenberg School of Optometry Students and Employees

- Pick-up permit at respective campus

1.1.1.3 Extended Academic Program (EAP) employees and High School students.

- Only those EAP employees that have an office at ASCHS will be issued a permit
- EAP Students and EAP adjunct faculty are not issued a permit UNLESS they wish to purchase a permit; If they desire to purchase a permit they must pick up the permit at the main campus business office.
- High School students, employees and EAP employees who office at EAP (SACHS) may will pick up the permit from the SACHS business office.

1.6. Parking and Permit Definitions and Explanations

1.6.1. Definitions

- Campus Parking is “any legal parking space” between Broadway and US Hwy 281/I-37 and between E. Hildebrand and the northern edge of the UIW Campus. These spaces/lots are divided into Premium Lots/spaces and Economy Lots/spaces. UIW parking areas are described and defined below. Permits are required and enforced during the Fall and Spring semesters and cease with the first commencement ceremony of the current semester.
- Parking Areas are defined as follows:
 - Spaces designated by signs and/or pavement markings.
 - Additional permit parking is available at the International Conference Center area (ICC-1, Ancira, and McCombs).
 - An elevator on the East side of the McCombs Center will transport an individual to an area near Avoca E. The individual can then access the sports complex and Main Campus.
- The University provides a shuttle service during the Spring and Fall Semesters.
 - On-Campus Service: from the International Conference area (ICC-1, Ancira, and McCombs) to Mission Plaza (with some stops in between).
 - Free Lot Service: from the parking lots at 106 Groveland and 4100 Broadway (the back half of the parking lot)

- UIW Shuttle Service’s Hours of Operation as follows (excluding UIW recognized holidays):
 - Monday- Thursday, 6:45am-8:00pm
 - Friday- 7:00am-12:00pm (noon)
- All vehicles parked illegally are subject to fines, booting or removal (towing). The operator or owner is responsible for any fines and fees incurred because of the illegally parked vehicle.

1.6.2. Parking Area/Level Descriptions

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

1.6.3. Parking Permit Types by designated Parking areas

- **P** Permit – Premium Lot Access: all legal spaces (not reserved, specially labeled or coned) between Broadway St. and the San Antonio River (see map D.01 in Appendix D).
- **C** Permit – Commuter Lot Access: all legal parking spaces (not reserved, specially labeled or coned) between the San Antonio River and US281/I-37 (see map D.01 in Appendix D).
- **H** Permit – ADA Parking Access: all legal ADA parking spaces on UIW Main Campus. To obtain an “H” permit, an individual must take the necessary documentation to the Business Office. Once documentation is reviewed and verified, and H permit will be assigned.
- **A** Permit – Off Campus Lot Access: all legal spaces located at 106 Groveland Place (parking lot furthest east of Subway between Groveland Pl. and Allensworth St.) and the back half of the parking lot located at 4100 Broadway Street (between Allensworth St. & Thorman Pl.)
- **V** Permit – Off-site Employee Permits: allows access to all parking areas on UIW Main Campus (limited Premium Parking access for up to 3 hours) and designated parking areas at each respective campus.
- **S** Permit – High School Student Parking Access: allows parking access to student parking areas on each high school campus, commuter lot on UIW Main Campus and the off-site lots.
- **M** Permit – Motorcycle Parking Area Access: allows access to park in designated motorcycle

parking areas in the Premium Lot and in any legal space in the Commuter

- **W/WH Permit – Wellness Center Member Parking Permit:** These permits are for Wellness Center Members ONLY. Are not to be issued or used by UIW Employees or Students. Allows vehicle to park in all parking areas. WH allows for ADA access with same verification restrictions as the “H” Permit.
- **R Permit – Resident Student Parking:** Allows access to all legal parking spaces (not reserved, specially labeled or coned) between the San Antonio River and US281/I-37 (see map D.01 in Appendix D).

Any vehicle parked in a location other than the permit designated area, is subject to fines, immobilization or removal. Any questions about the rules and regulations can be directed to the University Parking Office through an email sent to parking@uiwtx.edu.

Questions about the permit pricing can be found on the UIW Business Office Website (<http://www.uiw.edu/busoff>).

1.6.4 **Permit Placement Information** Where to place the permit?



UIW Parking Permit goes in this area on the inside of the windshield.

- The parking permit must be affixed on the inside of the windshield on the driver's side near the inspection and registration stickers. The placement of the permit should not obstruct the driver's view of the roadway or surroundings. The cling permit is removable and transferable between vehicles properly registered to the same operator. All information on the permit must be visible from outside the vehicle (the permit must be affixed upright and the barcode unobstructed).

1.6.5 **Automobile Registration Procedures**

- All members of the UIW community (employees and students) operating a vehicle on the UIW campus must register the vehicle online through Cardinal Cars accessible through the My Word Portal. The parking permit is valid from the first day of the academic year to May 31st. The parking permit fee will be applied on the requestors account upon completion of the permit request. **It is a violation of University policy for employees and/or students to obtain a Wellness Parking Permit (W-Permit).**
- Registration of a vehicle does not guarantee a parking space. Inability to procure a legal parking space is not considered a valid reason for parking illegally.
- If the operator of the registered vehicle requires an ADA permit, the operator must provide the Business Office with a copy of the Texas Department of Transportation Receipt and/or the Disabilities Placard and Driver's license showing the operator has been given permission by the State of Texas to park in Handicap designated spaces.
- The current parking permit must always be visible (refer to the above instructions on where to place the permit), this includes the permit letter, number and barcode, when the registered vehicle is parked on campus. **Failure to display the permit properly may result in a fine.**
- A lost or stolen permit must be reported immediately to the University of the Incarnate Word Police Department. The permit will be canceled and any vehicle utilizing or displaying the

canceled permit will be subjected to the same penalties as any other unregistered vehicle. A replacement permit may be obtained from the UIW Business Office, fees may apply.

- Any employee or student operating more than one vehicle on campus must register each vehicle online through Cardinal Cars. However, only one permit per applicant will be issued. That permit will be transferable between vehicles properly registered to the same operator through the Cardinal Cars account.

1.6.6 Prohibited Parking Areas:

Any vehicle (registered or unregistered) parked in the areas or in a manner listed below is subjected to citation, immobilization (Booted) and/or removal (impounded) at the operator's and/or owner's expense:

- On any red curb, sidewalk, mall or lawn,
- In any place designated as a "Loading Zone" or "Delivery Only",
- 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.)
- In front of movable barriers or barricades,
- In spaces where cones have been placed,
- In any place marked "No Parking" or "Tow Away Zone",
- Without a valid permit for any reserved parking spaces/areas as specifically designated by a posted sign,
- With a parking permit not affixed/displayed properly,
- For an amount of time in excess of the posted time limits (EX: 30-minute parking),
- At the curb on any street unless signs or pavement marking specifically indicate that parking is permitted,
- In spaces designated for disabled persons unless the vehicle displays the appropriate permit indicating disability status,
- Blocking ramps leading to sidewalks,
- A fire lane defined as red curbs along any street unless signs or pavement markings specifically indicate that parking is permitted,
- Obstructing the normal flow of traffic,
- All bicycles may only park in the legal bicycle racks provided throughout the University campus.

2 Operating Vehicle on UIW Properties (by motor or other power)

2.1 Operating a Vehicle on Campus or Off-site Properties

The following regulations pertain to all UIW campuses, along with applicable state laws and city ordinances. All motor vehicle operators are subject to the penalties and consequences incurred through violation of state laws, city ordinances and UIW regulations.

- Maximum permissible speed on campus streets/roadways is **10 miles per hour** (unless otherwise posted). Speed limit in all campus parking lots shall not exceed 10 miles per hour.
- Pedestrians have the legal right of way at all times, even in unsigned areas. All motor vehicle operators must be alert to pedestrians and yield the right of way immediately.
- An operator moving around a rotary traffic island (a.k.a.: round-about) shall drive only to the right of the island.
- A stop sign or yield sign indicates preferential right-of-way at an intersection.
- Stopping, standing, or parking is prohibited in certain places;
 - On the roadway side of a vehicle stopped or parked at the edge or curb of a street;
 - Impeding access to any handicap ramp;
 - On a sidewalk;
 - In an intersection;
 - On a crosswalk;
 - On a bridge or
 - Where an official sign prohibits stopping.
 - In front of a public or private driveway;
 - Within 15 feet of a fire hydrant;
 - Within 20 feet of a crosswalk at an intersection;
 - Where an official sign prohibits standing.
- No motor vehicles will be operated on any sidewalk, mall or lawn unless specifically directed to by a University Police department employee, employee of Environmental Health Safety & Risk Management or an employee of Facilities Management. Safety precautions will be taken by the approving department.
- No motor vehicle operator will operate his/her vehicle while any person is sitting on, holding onto or otherwise positioned on the outside of the vehicle.
- Any person operating a vehicle in a reckless manner (as determined by an Incarnate Word Police Officer) may be stopped, issued a citation, referred to student life for Administrative Action, and/or subjected to a sobriety test to determine level of intoxication, if any. Positive intoxication testing may result in the arrest of the vehicle's operator, transportation to a county facility and impounding of the vehicle.
- All entrances/exits to the UIW campus, (with the exception of the Main Gate at Burr Road and Broadway) are closed nightly. Incoming and outgoing traffic is monitored from 11:00 p.m. until 4:30 a.m. Residents must present be prepared to provide a valid UIW identification card in order to enter the UIW campus after 11:00 p.m. Guests may be invited

on campus by a UIW resident after providing proper notification to the Incarnate Word Police Department. After 11:00 p.m. all guests must produce valid identification (State Issued Identification card or Driver's License) before entrance to the campus will be allowed.

2.2 Motorcycles, Mopeds, and Scooters

- Any Motorcycle/ Moped/or Scooter is subject to the same parking rules and regulations of the University.
- Any Motorcycle/ Moped/or Scooter may only park in the designated motorcycle parking areas or a legal parking space.
- Any Motorcycle/ Moped/or Scooter is not allowed to park in the bicycle racks around campus or on sidewalks.
- Any Motorcycle/ Moped/or Scooter must drive on UIW streets and should not utilize campus walkways as roads.
- Any Motorcycle/ Moped/or Scooter owner is required to purchase a motorcycle parking permit for their vehicle.
 - The permits can be ordered through Cardinal Cars or at the Business Office.
 - Motorcycles, mopeds and scooter permits should be displayed on the windshield of vehicle and if windshield is unavailable then it should be displayed on the fuel tank.

2.3 Bicycles

- Bicycle must be parked and secured in the designated bicycle-rack locations offered throughout the campus.
- Unclaimed bicycles will be classified as abandoned property and removed from campus 60 days after the end of the spring semester.

2.4 Skateboards

- Skateboards may be used as student transportation across campus
- Skateboard users should be mindful of their environment and always give the right of way to pedestrians.
- Skateboard users should refrain from any type of acrobatics or grinding on UIW property.
- Prohibited areas of skateboard usage:
 - All parking Garages
 - All stairwells

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, payment is to be made to the University of the Incarnate Word Business Office or online through the My Word portal. Payment is due within ten (10) calendar days (excluding school holidays). Students failing to make payment of citations may receive a hold preventing future registration and receipt of official records.

3.2 Appeal Process

Any person, who received 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. Ticket appeals may only be submitted once. Any additional attempts will be null and void. Appeals submitted after the last calendar day of any given month will be reviewed the subsequent review period.

- **Procedures on filing an Appeal**

- **Current students and employees:**

- All appeals must be submitted through Cardinal Cars accessed through [My Word](#) portal.

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

- Send an email to appeals@uiwtx.edu and include the following:
 - The ticket # (ex:10A1234567)
 - The License Plate and state
 - Provide your contact information
 - Provide the reason for appeal (reason for visit to UIW and reason for parking in the location where ticket was received).

- All written appeals will be given due consideration by the Appeals Committee. Any appeals containing vulgar or profane language may result in automatic Denial.

- After reviewing the appeal, the Committee will render one of the following three decisions:
 1. Appeal Approved: the fine/fee is dismissed completely and any payments made for the ticket will be reimbursed by the Business Office.
 2. Appeal Denied: the fine/fee stands as is. The recipient of the ticket is responsible for the full amount payable at the Business Office.
 3. Reduce the fine/fee: a reduced fine/fee is set by the committee. The reduction is reflected and the recipient of the ticket is responsible for the remaining balance. If the recipient paid for the ticket prior to the appeal decision, the reduction amount will be reimbursed.

- The Appeals committee meets on the first Friday of each month during the Fall and Spring semesters. Summer meetings will vary depending on availability.
- An email with the final decision will only be sent to current students, faculty, and employees who submit an appeal through My Word/Cardinal Cars. The email will be generated and sent by the second Friday of the following month to the listed UIW email address.
- Individuals using appeals@uiwtx.edu to submit an appeal will not receive an email with the Committee's decision. To inquire about a decision, you may email appeals@uiwtx.edu or call the Visitor Information & Parking Office after the second Friday day of the following month during normal business hours.
- **The decision of the Appeals Committee is final.**

3.3 The Appeals Committee

The committee is composed of three UIW Community members. The identities of the committee members are held in strict confidentiality to protect them from harassment or harm.

4 General Parking Information

4.1 Visitor Information and Parking Office

The Visitor Information and Parking Office is located at the southeast area of Mission Plaza in front of the Administration Building. You can pick up a one-day temporary parking permit, if you did not request one online. The attendant will need your name, Make & Model of your vehicle and where you are going on campus.

4.1.1 Parking Office Contact Information:

Office Hours: Monday-Friday, 8:00am-5:00pm (Closed on weekends and holidays)

Phone: 210-283-5066

Submit any additional questions to parking@uiwtx.edu

4.2 Temporary Parking Permits

Any vehicle parked on UIW property must have a parking permit. In order to obtain a temporary parking permit, *visitors, vendors or UIW Affiliates* must contact the Visitor Information & Parking Office located at Mission Plaza (the Burr Rd. entrance) least two (2) business days prior to the date needed. If advance notice is not possible, *visitors, vendors or UIW affiliates* must stop by the Visitor Information & Parking Office to obtain a temporary parking permit. The UIW Visitor and Parking office is aware that some meetings are scheduled before 8:00AM. The organizer or attendees should follow the procedures for advanced requests.

4.2.1 Advanced request of a temporary permit:

Visitors, vendors or UIW affiliates must send a completed form (see: Appendix C; or request via email) to tempparking@uiwtx.edu.

4.2.2 Requesting temporary permit in person:

Visitors, vendors or UIW affiliates must go to the Visitor Information/Parking Office located at Mission Plaza (the Burr Rd. entrance), in front of the Administration Building. The following information must be provided:

- Name of the driver
- Make and model of vehicle
- Location of visit
- *For those with ADA needs, proof of ADA placard or visual of plate is required

4.3 Frequently asked Questions about Temporary Parking Permits

4.3.1 How long is the Temporary Permit valid?

All temporary permits issued will only be valid for a day. If a permit is needed for more than one day, special approval will be required from the Chief of Police or designee. Duration of permit will be determined at time of approval.

4.3.2 Where can you park with a temporary permit?

Holders of a temporary permit may park in the Economy Lots/ Parking Spaces (Any legal parking space (not reserved, specially labeled, or coned) from the San Antonio River

westward to US 281/I-37 and between Hildebrand to the north edge of campus as shown on the UIW Parking Map).

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:

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

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

- **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 Information and Parking Office
 4. Present release receipt to the attendant
 5. Read and sign release document

5.1.3 Procedures for claiming an immobilized vehicle After Hours, Holidays or Weekends:

- **UIW student/employee:**
 1. Present a UIW ID to the attendant
 2. Once vehicle is claimed, all fines and fees related to the vehicle will be added to the student's account the following business day.
- **Non-UIW student/employee**
 1. Individual must wait until the next Business Day during normal business hours and pay any fines and fees to the University of the Incarnate Word Business Office.
 2. Present the receipt to the attendant
 3. Read and sign release document

5.2 Tampering or Destruction of Immobilization device (Boot)

Any person tampering with, destroying or in possession of an immobilization device/boot, without permission will be subject to criminal charges and/or fines and fees. (Fees will vary according to the replacement and shipping costs).

5.3 Towing

5.1.1 Towing/impounding of Vehicles

Vehicles may be towed for, but not limited to, the following:

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

5.1.2 Procedures for claiming a towed/impounded vehicle

- Vehicles towed/impounded by UIW are transported and stored by Creswell's Wrecker Service (315 Rivas St., San Antonio, Texas 78207; 210.227.7379).
- All fines and fees owed to UIW must be paid in full prior to claiming the vehicle from Creswell's Wrecker Service
- Separate from fines and fees owed to UIW, the owner/operator of the impounded vehicle is also responsible for all fees incurred due to the towing and storage of the vehicle.

Towing/removal or immobilization (booted) may occur for any infraction of violations listed or not listed in this document.

6 Miscellaneous Traffic and Parking Information

6.1 Additional General Parking provisions

6.1.1 Parking

The Chief of Police of the University of the Incarnate Word Police Department may authorize the closing of parking lots or portions thereof on a temporary basis. Failure to observe temporary and/or specific restrictions may result in an assessment of penalties deemed appropriate to include fine/fees.

6.1.2 Event Parking:

UIW hosted events are subject to a parking fee per vehicle. The price for parking on the UIW Main Campus lots during a special event will vary based on the event (i.e. football). Any UIW Student/Employee displaying a valid parking permit will be allowed to park in a general admission area for free during Special Events.

6.1.3 Closures/ Reserved Parking:

UIW reserves the right to secure parking spaces for events/ construction/ other general needs. Any vehicles in these areas are subject to fines, fees, and towing & impounding at owner/operator's expense. UIW Parking Staff will make efforts to contact the owner/operator of the vehicle before towing. The owner/operator will have 15-20 minutes to respond to the attempts of contact.

6.1.4 Reserved Parking Space/Lot Request

- Spaces are reserved on a first come first served basis. No more than a total of 10 spaces in the premium lots may be reserved on a daily basis. Request alone does not guarantee approval and must be made a minimum of two (2) business days in advance (excluding holidays). Request form (found in Appendix C) must be completed and sent to temparking@uiwtx.edu. An email stating approval status will be sent to the requestor.
- Request for more than 10 spaces to include entire lots requires the approval of the Chief of Police or designee. These requests must be received a minimum of seven business days (excluding holidays) prior to when needed.
- Once the spaces or lot has been reserved, requestor assumes the responsibility of maintaining the spaces/area for their guests/event. If requested by the requestor, staffing can be provided by UIW PD, for a fee, to ensure the integrity of the reservation. For pricing contact UIW PD Chief of Police, Captain, or Lieutenant.
- For large area reservations, the department or organization requesting the reservation of a large parking area/lot, must show proof that notification was communicated to the UIW Community (students and employees) at least 5 business days (excluding holidays) prior to the closure of the area/lot. Failure to notify the community will result in the department or organization accepting any cost incurred for the removal and storage of the vehicle(s) in the reserved area.

6.2 Parking for UIW Off-Campus Affiliates

6.1.1 Off-Campus Employees:

- May park in any legal space on the UIW campus. Premium Parking access limited to 3 hours.
- 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.
- Employees are expected to comply with State Law, City Ordinances, UIW Traffic & Parking Regulations and any added regulations of the employee's respective campus.
- Failure to comply with these rules and regulations may result in a citation being issued to the employee's vehicle and a fine/fee assessed to the employee's UIW account.

6.1.2 Professional and Off-Campus Students (including IWHS& SACHS):

- May park, with permit, on the UIW campus in the Economy Lot (any legal parking space between the San Antonio River and US281/I-37)
- Failure to comply with these rules and regulations may result in a citation being issued to the student vehicle and a fine/fee assessed to the student's account.
- Each campus has its designated areas for the various permits issued on the respective campus. Students are expected to comply with State Law, City Ordinances, UIW Traffic & Parking Regulations and any added regulations of students' respective campus.

6.3 Wellness Center Members:

- Wellness center members are required to display a valid UIW issued permit when parked on the UIW campus.
- Speak to the Natatorium/Wellness Center management for permit application process.
- By accepting membership, the member accepts the responsibility to comply with UIW rules and regulations governing the use and parking of motor vehicles on the campus.
- Wellness members are also accepting to comply with any State Law and local City Ordinances.
- Failure to comply with these rules and regulations may result in a citation being issued to the member's vehicle and a fine assessed to the member's account.

6.4 Additional Traffic Provisions

6.4.1 Traffic Control

The Chief of Police of the University of the Incarnate Word Police Department, 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 an Incarnate Word 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 Chief of Police of the University of the Incarnate Word Police Department, 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

- 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.
- 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.
- 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 11:45PM 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

- Vehicles parked on UIW Campus between 7:00PM and 7:00AM Monday thru Friday, on weekends and holidays do not need a parking permit.
- Vehicles parked on UIW Campus between 7:00AM – 7:00PM Monday thru Friday must have a valid permit displayed on the vehicle.
- If the vehicle arrived after normal business hours and will be 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. Permit Not Displayed Properly _____ \$60
- c. Parked in lot without correct permit _____ \$60
- d. Parked at an expired meter _____ \$25
- e. Not a Parking Space _____ \$50
- f. No Parking Zone _____ \$50
- g. Reserved Parking _____ \$50
- h. Fire Lane (impeding or parked) _____ \$100
- i. Double parked (Obstructing a second parking space) _____ \$50
- j. Parked Obstructing Roadway or Emergency _____ \$50
- k. Parked blocking an ADA accessible ramp/lane _____ \$225
- l. Parked in an ADA designated space/area _____ \$225
- m. Improperly parked bicycle _____ \$50
- n. All other fines not listed _____ \$40

2. Additional Fines/Fees

- a. Tampering with Boot/Immobilization Device _____ \$250
- b. Boot Replacement Fee _____ Market Cost + Shipping

These fines are subject to change without notice

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)

- Check for injuries to anyone involved.
 - Injuries:
 - Call the Incarnate Word Police Department (UIWPD) at 210.829.6030 or 9 – 1 – 1 immediately.
 - No injuries:
 - Move the vehicles out of traffic if possible.
- Call the UIWPD (210.829.6030). An officer will be dispatched to take the report.
- Make sure to provide a valid driver's license and current insurance.
- Tell the officer exactly what happened.
- If vehicle was struck while unattended (owner not present when it happened), call the UIWPD immediately upon discovery.
- The UIWPD Officers will complete a Damaged Property report or the Texas Peace Officers Crash Report.
- Reports are available 5-10 business days after the accident is reported.
- 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 off campus (personal or University vehicle)

- Check for injuries to anyone involved.
 - Injuries:
 - Call 9 – 1 – 1 immediately.
 - No injuries:
 - Move the vehicles out of traffic if possible.
- Call the local police to file a report, or 9 – 1 – 1 if unsure which Police department has jurisdiction.
- Make sure to provide a valid driver's license and current insurance.
- Tell the officer exactly what happened.
- If vehicle was struck while unattended (owner not present when it happened), notify the police department immediately upon discovery.
- **University Vehicles:**
Follow protocol established in the University of the Incarnate Word Employee Handbook, Appendix 2

Appendix C: Parking Request Forms

C.01 Temporary Parking Request Form

UIW Reserved Parking Request

1. Host name and UIW ID number:

_____.

2. Number of spaces and location

(more than 10 spaces will require approval from the Office of the Chief of Police **or designee**):

_____.

3. Date and time of reservation:

_____.

4. Purpose of reservation:

_____.

Once the form this form is completed, please submit to tempparking@uiwtx.edu for review and approval.

5. Approved/Disapproved: By:_____ Date:_____.

For details on reserved parking spaces/lots refer to Chapter 6 in this policy.

C.02 Reserved Parking Space(s) Request Form

UIW
Temporary Parking Permit Request

1. Name of the driver/operator who will be on campus.

_____.

2. Vehicle license plate and state

_____.

3. Make and model of vehicle

_____.

4. Length of stay on campus (Maximum 5 days and no more than 2 per semester)

_____.

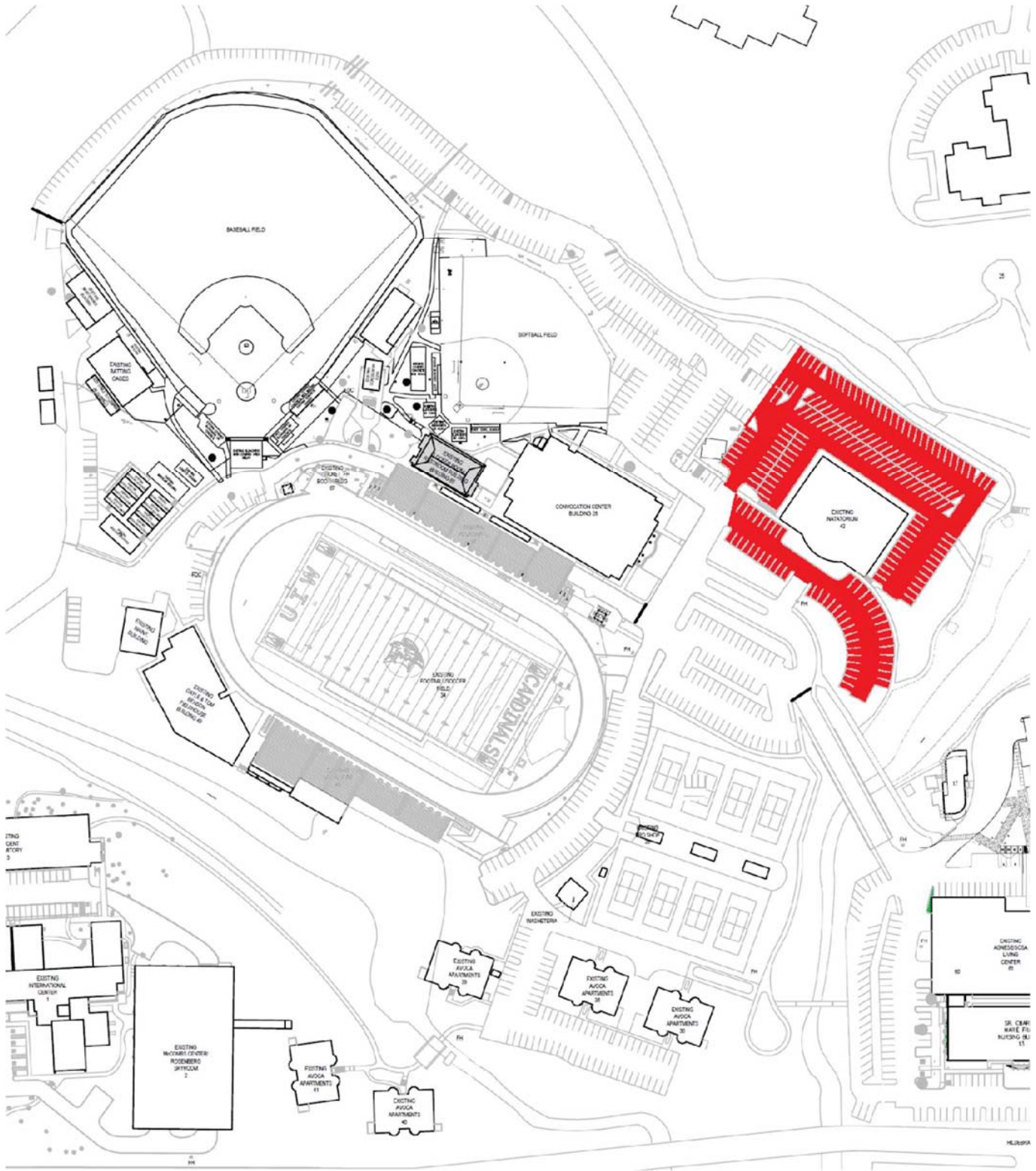
Allow two business days (excluding holidays) for processing of Temporary Parking Permit Request.

Any vehicle parked on UIW property must have a parking permit and adhere to the parking rules and regulations and it is the sponsor's responsibility to advise their guest, additional information can be found in the UIW Parking & Traffic Regulations (link located on the UIW Business Office webpage).

In order to obtain a temporary parking permit, *visitors, vendors or UIW Affiliates* must contact the Visitor Information & Parking Office at least two (2) business days prior to the date needed by emailing tempparking@uiwtx.edu. If advance notice is not possible, *visitors, vendors or UIW affiliates* must stop by the Visitor Information & Parking Office to obtain a temporary parking permit. Permit will be issued for the Economy Lots unless specific allowances are requested and subsequently granted by the Chief of Police or designated representative.

D.03 UIW Lot Closures for CAB Events

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



D.04 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.

