



TEXAS TECH UNIVERSITY HEALTH SCIENCES CENTER

Operating Policy and Procedure

HSC OP: 76.30, **Vehicle Registration**

PURPOSE: The purpose of this Health Sciences Center Operating Policy and Procedure (HSC OP) is to establish procedures for vehicle registration.

REVIEW: This HSC OP will be reviewed by June 1 of every year (EY) by the Director of Student Business Services, with recommendations for revisions forwarded to the Executive Vice President of Finance and Operations.

POLICY/PROCEDURE:

1. Vehicle Registration.

- a. In order to operate or benefit from the use of a motor vehicle on any campus, each member of the TTUHSC community must obtain, in his or her name, a vehicle registration permit. Vehicle registration is accomplished by completing the appropriate forms, paying the appropriate fee, and properly affixing the permit on the motor vehicle. Operation of a motor vehicle without a permit is a violation of the Student Affairs Handbook and TTUHSC policy. (Please reference Appendix A through E for additional specific campus information.)
- b. Any person giving false information or failing to complete the vehicle registration form is subject to appropriate disciplinary action and revocation of their motor vehicle registration permit and related parking privileges.
- c. Students, faculty or staff who operate a motor vehicle without a permit on any TTUHSC campus between 6:30 a.m. and 5:30 p.m., or the TTU campus between 7:30 a.m. and 5:30 p.m. (Lubbock), Monday through Friday, year-round, excluding official holidays, are in violation of institutional policy.
- d. When a change occurs in vehicle registration information and/or work location, it is the responsibility of the employee or student to update information on file in the appropriate TTUHSC Parking Services Office. This can be accomplished by visiting the office, by phone, email, or through the mail. With few exceptions, the individual is entitled, on request, to be informed about the information that the state governmental body collects about the individual; the individual is entitled to receive and review the information; and the individual is entitled to have the state governmental body correct information about the individual that is incorrect.
- e. All forms referenced in this HSC OP may be obtained by calling or visiting the appropriate office Monday through Friday, from 8:00 a.m. to 5:00 p.m.

Abilene:	Finance and Administration	325-696-0678 / 325-696-0406
Amarillo:	Administration Office	806-414-9647
Dallas:	Finance and Administration	214-358-9003 / 214-358-9047
Lubbock:	Parking Services	806-743-2557 (8:30 am to 4:00 pm)
	www.fiscal.ttuhscc.edu/parkingserv/	
Odessa:	Traffic and Parking	432-703-5145

- f. Faculty and Staff. Faculty and staff are required to register their motor vehicles in the respective Parking Services Office on or before the date they commence operating a motor vehicle on campus (Attachment A). Lubbock campus employees should complete their registration online at www.fiscal.ttuhscc.edu/parkingserv/. Upon termination of employment with TTUHSC, an employee's parking privileges will be canceled.

All vehicle registration shall be for twelve (12) months. Any space remaining after the needs of the faculty and staff are met, will be available for assignment to part-time instructors, graduate teaching assistants and graduate research assistants who hold contracts for one-half time or more. Such assignments may be revoked, as necessary, to accommodate the needs of regular faculty and staff. A refund for the unused portion of the permit may be requested through the respective Parking Services Office.

Faculty and staff whose dependents are students may allow those dependents to register a commonly-operated motor vehicle for a student permit in addition to the Reserved Space or Area permit. Faculty and staff whose dependents voluntarily work in an HSC department must obtain a volunteer permit and park in designated volunteer parking areas (A3 or F3).

Renewal Notices for persons assigned reserved and area spaces are sent out prior to September 1st of each year. The renewal form and the fee for a reserved and/or area permit must be received in the respective Parking Services Office by the date stated in the renewal notice. Spaces that are not renewed by that time will be sold to individuals on the waiting list. If an employee plans to be absent from the campus during the summer, he/she should take care to (abs) and st

b. Payment may be made by either cash or personal check. Amarillo

APPENDIX A

APPENDIX C

Odessa Campus Information

Parking permits and vehicle registration forms can be obtained by emailing parkingservicespermianbasin@ttuhsc.edu or in the Traffic and Parking office located in the Finance Suite, room 1C64. This office will maintain files of all completed documents and accept all documents related to change in demographics. This office is also responsible for all parking regulations.

Forms: Any form required by OP 76.30 may be obtained online or in the Traffic and Parking Office.

Fees: Reserved area permits are \$120.00 for full time faculty, staff, and students. Part-time employees at less than 50% pay half the rate for area parking with verification from Human Resources. Student rates can be pro-rated at \$10.00 per month.

Reserved space permits are \$432.00 for full time faculty and staff. Reserved spaces are not available for students.

Registration fees will be made in Suite 1C64. Citation fees will be accepted by the MPIP Business Office located in room 1204. Payment may be accomplished by personal check or cash. Payroll deduction is available for registration fees.

Permits: Report of lost or stolen permits must be reported immediately to the Office of Traffic and Parking, Suite 1C64, 32452 FM 3205, Odessa, TX 79762. Reson to -0.00o35.he nex-38.1oh individual on -0.00o35.he wai(o t)-15.MC list Mot(able for) 84 regis(t) the s,as mner v Resms HumMC the appropri-32.452 -e

APPENDIX D

Abilene Campus Information

Abilene HSC Finance and Administration will receive completed vehicle registration forms, accept payments, issue permits, and enforce all parking regulations.

Forms: Any form required by OP 76.30 may be obtained from HSC Finance and Administration and will be emailed to all existing campus personnel prior to September 1st of each year.

Fees: Payment of fees may be accomplished by cash, check, money order, or payroll deduction (employees only). Part-time employees at less than 50% will pay half the rate for area parking with approved copy of ePAF.

Permit Information: Report of lost, stolen or recovered permits must be reported immediately to abileneparking@ttuhsc.edu. Duplicate permits do not allow for more than one vehicle to be parked on campus during normal business hours.

Disabled Parking: All campus personnel intending to utilize a disability designated parking space must submit a copy of his/her state disabilities parking placard or state disabled person license plate verification, along with a completed vehicle registration form.

Refunds: The appropriate refund amount will be paid to the individual upon receipt of the current permit, which must be removed from the vehicle and returned to HSC Finance & Administration Office. The campus HSC Finance and Administration office will process the refund payment, which will be issued by check and mailed to the address given by the individual at the time their permit is returned.

Changes: Any change to vehicle registration information must be reported to HSC Finance and Administration. Failure to report updated information could result in a citation, and the citation will not be waived.

Renewals: The renewal registration form and associated fee must be received by HSC Finance and Administration by the date stated on the renewal notice received by the employee. Payroll deduction enrollment will continue automatically for the new fiscal year; however, individuals are still required to submit a registration form for each fiscal year. Individuals who wish to discontinue payroll deduction must notify TTUHSC Finance and Administration Office by email. The cancellation will be effective for the payrolls processed after the first of the month following the receipt of the cancellation notice by the Finance and Administration office.

Motorcycles: Individuals are required to register motorcycles in the same manner as vehicles.

Off-Campus Parking Restrictions: TTUHSC students, staff and faculty are prohibited from parking in any of Hendrick Medical Center's surrounding 27 parking lots. These include, but are not limited to, Lots 21, 22 and 26, which are located adjacent to the TTUHSC campus but are assigned to specific Hendrick Staff, Cardiology Consultants & Texas Midwest Eye Center. In addition, parking in the lots surrounding businesses and in front of neighborhood homes is also prohibited.

Students: If students will be operating their vehicle on any Health Sciences Center campus during business hours (-15Tj-0.008 (M)-8.4 (edic)day o king in tUact BMC 728.4 (edic)day erStukedic sk/MCID 25 ,0 Td(I)-15.7

Visiting Faculty/Staff: Visiting Faculty and Staff members should park in Faculty/Staff or General (any permit) parking. Institutional vehicles and personal vehicles with a valid campus permit do not need any

payrolls processed after the first of the month following the receipt of the cancellation notice by the Finance and Administration office.

Motorcycles: Individuals are required to register motorcycles in the same manner as vehicles.

Students: If students will be operating their vehicle on any Health Sciences Center campus at any time,