Avoid parking citations by reading and obeying college parking regulations.

Parking Services Administration:
20127 Aldine Westfield Road • Houston, TX 77073

Office Location:
LSC–North Harris Campus Police Station
Corner of Aldine-Westfield Road and Turkey Drive

Hours:
Monday – Friday 8 a.m. to 4 p.m.

LoneStar.edu/Parking
Email:
Parking@LoneStar.edu

I. Bicycles must be parked in parking racks. Every person operating a motorcycle, motorbike, motor scooter or bicycle must give pedestrians the right of way at all times, keep to the right of the roadway and obey traffic control devices.

J. The responsibility for finding a legal parking space rests with the motor vehicle operator. Lack of space in any particular location is not considered a valid excuse for violating the parking and traffic regulations.

V. Lone Star College Parking Garages

Lone Star College System parking garages are located at our LSC-Montgomery and LSC-University Park campuses. These garages are open to faculty, staff, students and visitors. The garage may close to the public during special events.

VI. Resolving Citations

A. Parking Violations/Citations

1. Parked in Handicap Zone .................. $100.00
2. Parked in Fire Lane ....................... $50.00
3. Parked Where Prohibited ................. $35.00
4. Improper Display of Parking Permit ...... $35.00
5. Failure to Display Parking Permit ........ $35.00
6. Falsifying information during vehicle registration, or using falsely made, altered or purchased permit .......... $100.00
8. Parked over the line ....................... $35.00
9. Parked on sidewalk ....................... $35.00
10. Parked in a reserved space ............... $50.00
11. Wrong permit for designated parking space ...... $35.00
12. Exceeding posted time zone .......... $35.00

B. Moving violations

All vehicles operated on LSCS property or under its jurisdiction are subject to all college traffic regulations, Texas Education Code and State of Texas Motor Vehicle Laws. Roads owned and operated by LSCS may be enforced by campus police officers. All moving violations on public roads and moving violations on campus that result in property damage may be adjudicated in the appropriate county or municipal court.

1. Failure to stop at stop sign ............... $35.00
2. Exceeding the speed limit in any LSCS parking lot, road, or garage .............. $35.00
3. Backing without safety .................. $35.00
4. Any other authorized moving violations .......... $35.00
5. Resale of parking permits is prohibited and will be considered as a falsely purchased permit.
6. Citations issued to vehicles not displaying an LSCS permit will normally be assigned to the registered owner via DMV records.

VII. Violator’s Obligation and Appeal Procedure

A. Citations for college parking violations may be paid online at: LoneStar.edu/Parking, in person (cash, check or money order only) at any LSCS business office, or by mail (attach check or money order to the citation. Do not mail cash.) to LSC-North Harris Business Office, Attention Cashier, 2700 W.W. Thorne Drive, Houston, TX 77073-3499.

B. All vehicles will receive one warning for not displaying a valid parking permit.

C. College parking citations may be appealed online at LoneStar.edu/Parking. Appeals must be filed within ten (10) calendar days after the issuance of the citation. The citation must be paid prior to filing an appeal. A member of the parking staff will respond via email to the appeal with fifteen (15) calendar days by accepting, reducing or denying the appeal. If the appeal is approved, the fine will be refunded.

D. The violations “Parked in a Handicap Zone” and “Altered/False Permit” may not be appealed. If you receive a citation for not displaying a valid state issued disabled placard, your first citation will be reduced to an administrative fee of $30.00 ($35.00 if not paid in 10 calendar days). Please contact any of the Campus Parking Inspectors or the Parking Services Administration Office to have the amount adjusted.

E. Students who fail to resolve parking citations are subject to disciplinary action and will not be allowed to register for the following fall term.

F. Faculty, staff and others who fail to resolve parking citations will be referred to Campus Administration.

G. Visitors who receive a parking citation may bring the citation to the campus Police Station, send by fax to 281.618.7139, or by email to Parking@LoneStar.edu within 10 calendar days. Please provide your name, citation number, physical address, phone number, email address, and the party you visited, for consideration of dismissing the citation.
I. General Information

The control of motor vehicle traffic on campus is a necessary part of the efficient operation of the college. During normal business hours certain areas are restricted to vehicles necessary for college business. The purpose of these regulations are to facilitate the safe and orderly conduct of college business and to provide parking facilities support of this function within the limits of available space.

In developing these regulations, LSCS is guided by the Texas Motor Vehicle Laws and the Texas Education Code 51.202. These regulations are applicable to all members of the college community: faculty, staff, students, and visitors.

A. In these regulations, the term campus is interpreted to include all property under the jurisdiction of LSCS. The term vehicle or motor vehicle is interpreted to include automobiles, trucks, motorcycles, motor bikes, motor scooters, and any vehicle that is self-propelled.

B. In these regulations, persons are informed where they can park rather than where they cannot park. Faculty, staff and students are required to park in areas assigned according to the permit type and/or color zone designated. Parking is restricted to legally marked spaces.

C. The college will make every effort to render protection to vehicles parked on campuses but does not assume the responsibility for any losses. In the event of conflict between traffic signs or markings and printed regulations, the signs or markings shall be followed.

D. The college reserves the right to impound or have impounded any vehicle that is parked in a manner dangerous to vehicular or pedestrian traffic, or in flagrant violation of college parking regulations. The vehicle owner shall bear all costs in such vehicle removal.

E. The college considers the use of a motor vehicle on campuses a privilege and convenience, and is not obligated to furnish unlimited parking space. However, the college will attempt to provide a reasonable number of parking spaces in keeping with available resources.

II. Vehicle Registration

ALL LSCS faculty, staff, and students, who operate or expect to operate a vehicle on college property, are required to register their vehicle online, with the Parking Services Administration Office of the Lone Star College Police Department and obtain a parking permit assigning a designated colored permit for parking. The college reserves the right to require proof of ownership of the vehicle being registered.

A visitor is defined as anyone who is not a current Student, Staff or Faculty member. Visitors may park in designated Visitor/Library parking without a permit. Should these spaces not be available, a parking permit will be required to park in other spaces.

A. Parking permits are required 24 hours a day.

B. All students, faculty and staff may register their vehicles online at LoneStar.edu/Parking at any time. For more information go to LoneStar.edu/Parking, call 281.765.7836 or email Parking@LoneStar.edu.

C. Student parking permits are valid from the date of issue during the academic year to the end of the academic year, August 31st.

D. Faculty, staff, and student permits can be moved from one passenger vehicle to any passenger vehicle being operated by or for the transportation of the permit holder. Additional permits may be purchased for an administrative fee of $10.00. Individuals shall not lend, sell, or otherwise allow other persons to use their permit. Ownership of all permits remains with the college and is not transferable to another person.

E. It is the responsibility of the permit holder to inform the Parking Services Administration Office, online at LoneStar.edu/Parking of any changes in their vehicle e.g., purchase of a new car, home or work addresses, contact information, etc.

F. The college reserves the right to remove and impound any abandoned motor vehicle or any motor vehicle found on its property without a LSCS parking permit, or without a valid license plate.

G. Obtaining a permit signifies you have read and understand the LSCS parking rules and regulations and agree to abide by them.

III. Required Display of Permits

A. Current permits must be properly displayed on vehicles at all times.

B. Permits must be affixed (not taped) on the inside lower right corner (passenger side) of the front windshield. Motorcycle permits should be displayed on the left front fork or from a permit holder (owner acquired) on the left handlebar.

C. Should a permit become damaged or mutilated, the Campus Parking Inspector or the Parking Services Administration Office will verify the permit is unusable and process a replacement permit. The first replacement permit is free of charge. Subsequent replacement permits will be issued for a $10.00 administrative fee.

D. If a permit is lost, missing, or stolen, the permit holder shall immediately complete a “Lost Permit Report” (available online at: LoneStar.edu/Parking) and take the form to the campus Parking Inspector or forward the form to the Parking Services Administration Office by mail, e-mail, or fax 281.618.7139. The first replacement is free of charge.

IV. Parking Area Regulations

All college campus parking facilities are marked according to color zone and/or signage. Operators must adhere to these designations:

A. Individual reserved parking spaces are restricted 24 hours a day.

B. Faculty and staff should park in designated employee parking areas.

C. Students must park in designated student parking lots.

D. Visitors are permitted to park in designated visitor spaces without a permit or student parking areas with a permit. Permits are available online (www.lonestar.edu/parking) by creating a guest account and printing a permit online or from the campus Parking Inspector.

E. Faculty, staff, students and visitors who possess and display a State of Texas Disabled Parking placard/license plate are permitted to park in any spot designated for persons with disabilities.

F. Special permits are available to faculty, staff and students who must park close due to a temporary injury or illness. Requests for special permits must be made to the Parking Services Administration Office by email Parking@LoneStar.edu or by fax 281.618.7139. Requests must include documentation stating the time period needed (not to exceed 6 weeks) from a doctor. Temporary special permits are not authorized to park in any designated handicapped parking area. For additional information please contact the Parking Services Administration Office at 281.765.7836 or by email Parking@LoneStar.edu.

G. All college streets have a posted speed limit of 20 miles per hour. Parking lots are limited to 10 miles per hour.

H. Motorcycles must be parked in designated motorcycle parking areas. It is unlawful for the owner, or any other person, to ride or park a motorcycle, motorbike, or motor scooter on any pathway, sidewalk, mall, or disability ramp.