

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.
 - 1. Specific Campus exceptions:
 - a) LSC-Tomball: Faculty and staff are not permitted to park in the Library/Visitor designated spaces.
 - b) LSC-University Park: Faculty and staff are not permitted to park in the Conference Center Parking (Commons area).
 - c) LSC-North Harris: Faculty and staff are not permitted to park in Visitor designated lot/spaces.
- C. Students must park in designated student parking lots/spaces.
- D. Visitors are permitted to park in designated library/visitor spaces without a permit or student parking areas with a permit. Permits are available online (LoneStar.edu/Parking) by creating a guest account and printing a permit online or from the campus Parking Inspector. Parking Inspectors can be contacted through the campus Police Stations.
- 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 except for those spaces located inside designated library/visitor lots/spaces, these are for visitors only.
- F. Temporary Medical 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 at **281.618.7139**. Requests must include documentation stating the time period needed (not to exceed 6 weeks) from a doctor. Temporary Medical 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.

- I. Bicycles must be parked in bike 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 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: Citation violation amounts due are listed below. If paid within ten (10) calendar days of the date the citation was issued, the amount due is discounted \$5.

- 1. Parked in Handicap Zone \$100
- 2. Parked in Fire Lane \$50
- 3. Parked Where Prohibited \$35
- 4. Improper Display of Parking Permit \$35
- 5. Failure to Display Valid Parking Permit . . . \$35
- 6. Using falsely made, altered or purchased permit \$100
- 7. Parked over the line \$35
- 8. Parked on sidewalk \$35
- 9. Parked in a reserved space \$50
- 10. Wrong permit for designated parking space \$35
- 11. Exceeding posted time zone \$35
- 12. Any other parking violations \$35

B. Moving violations

All vehicles operated on LSC 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 LSC 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
- 2. Exceeding the speed limit in any LSC parking lot, road or garage \$35
- 3. Backing without safety \$35
- 4. Any other authorized moving violations. . . \$35

C. Resale of parking permits is prohibited and will be considered as a falsely purchased permit.

D. Citations issued to vehicles not displaying an LSC 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 LSC 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, per academic/fiscal year, for not displaying a valid parking permit. September 1 of the current year to August 31 of the following year is considered the academic/fiscal year.
- 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. Please contact any of the Campus Parking Inspectors or the Parking Services Administration Office, within 10 calendar days, to have the amount adjusted. To receive the adjustment, please have your state issued disabled placard and driver's license available for verification.
- 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, as defined in Section II, who receive a parking citation for not displaying a valid permit may send the citation 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. All other violations of the LSC Parking & Traffic Regulations must be appealed through the normal appeal procedures.



2016 – 2017 Parking & Traffic Regulations & Information

Avoid parking citations by reading and obeying college parking regulations



Parking Services Administration (mailing address):
2700 W.W. Thorne Drive, Houston, TX 77073

Parking Services Administration Office
Physical Location:
LSC-North Harris Campus Police Station
Corner of Aldine-Westfield Road and Turkey Drive

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

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

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, LSC 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 LSC. 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 LSC 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, University Partner (Student or Staff/Faculty) or LSC Partner. 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. Valid parking permits are required to be displayed 24 hours a day when parked on any campus or center, except as provided elsewhere in these regulations.
- B. All students, faculty and staff may register their vehicles and order permits 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 for one (1) academic/fiscal year unless otherwise indicated on the permit. September 1 of the current year to August 31 of the following year is considered the academic/fiscal year. Expiration dates are printed on the permits.
- 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. 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 LSC parking permit, or without a valid license plate.
- G. Obtaining and/or displaying a permit signifies you have read and understand the LSC Parking & Traffic regulations and agree to abide by them.

III. Required Display of Permits

- A. For a permit to be considered valid it must be properly displayed to park on any LSC Campus or Center. Except as provided elsewhere in these regulations. Expired permits are not current and therefore not valid.
- B. Decal style permits must be affixed (not taped) on the inside lower right corner (passenger side) of the front windshield. Decal style permits can be moved from one vehicle to another. Motorcycle permits may be displayed either on the left front fork or from a permit

holder (owner acquired) on the left handlebar. Temporary permits must be displayed on the dashboard of the vehicle.

- 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 administrative fee. No refunds will be issued if the process to receive a free first replacement is not followed.
- 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). The Lost Permit Report should be taken to

F. Permit types and eligibility list:

Permit	Who is eligible	Authorized Parking Area	How to obtain
LSC Partner	Corporate Partners (i.e. Amerigas, Fletcher & Yoder, etc.)	LSC-UP only: Garage 9 All other campuses/centers: Faculty/Staff lots/spaces	Online at www.LoneStar.edu/parking
University Partner	Students, Staff and Faculty of Universities conducting classes on LSC campuses/centers	Student lots/spaces	Online at www.LoneStar.edu/parking
Motorcycle	Anyone who rides a motorcycle to any LSC campus/center	Designated motorcycle spaces only	In person from any campus Parking Inspector
Library/Visitor	Visitors as defined in section II.	Library/Visitor lots/spaces	Annual permit: In person from any campus Parking Inspector Dashboard Temporary: printed online from www.LoneStar.edu/parking
Academy of Lifelong Learning (A.L.L.)	Members of the program	Student lots, Library/Visitor lots and A.L.L. reserved spaces	In person at semester open houses or from any campus Parking Inspector
Faculty/Staff	Employees of Lone Star College (except student assistants)	Faculty/Staff lots/spaces	Online at www.LoneStar.edu/parking
Continuing Education Students	Continuing Education Students	Student lots/spaces	Online at www.LoneStar.edu/parking

the campus Parking Inspector, delivered to the Parking Services Administration Office, or forward to the Parking Services Administration Office by mail, email, or fax **281.618.7139**. The first replacement permit is free of charge. A second replacement permit will be issued for a \$10 administrative fee. The permit holder will sign a form stating the permit was lost/stolen and acknowledge any vehicle displaying the lost/stolen permit on campus will be eligible for impound. No refunds will be issued if the process to receive a free first replacement is not followed.

- E. The registered permit holder is responsible for any citations issued to their permit (i.e. loaned or sold) and will be applied to their account.