



## TEXAS TECH UNIVERSITY™

### Operating Policy and Procedure

#### **OP 61.18: Traffic and Parking Control Devices**

**DATE:** December 19, 2019

**PURPOSE:** The purpose of this Operating Policy/Procedure (OP) is to establish standards for traffic and parking control devices to ensure the orderly and predictable movement of all motorized and non-motorized traffic in a safe and informed manner.

**REVIEW:** This OP will be reviewed in November of each year by the Managing Director of Grounds Maintenance and the Managing Director of Transportation & Parking Services with recommended revisions forwarded to the Assistant Vice President for Operations who will forward substantive revisions to the Vice President for Administration & Finance and Chief Financial Officer.

#### **POLICY/PROCEDURE**

##### **1. Legal Authority**

a. *Texas Education Code* Section 51.202: Rules and Regulations; Penalty provides as follows:

- (1) The governing board of each state institution of higher education, including public junior colleges, may promulgate rules and regulations for the safety and welfare of students, employees, and property, and other rules and regulations it may deem necessary to carry out the provisions of this subchapter and the governance of the institution, providing for the operation and parking of vehicles on the grounds, street, drives, alleys, and any other institutional property under its control;
- (2) A person who violates any provision of this subchapter or any rule or regulation promulgated under the authority of this subchapter is guilty of a misdemeanor and on conviction is punishable by a fine of not more than \$200.

b. Legal authority for local units of government, "to erect and maintain traffic control devices, requirement of obedience to official traffic control devices, prohibition of the display of unauthorized signs, and prohibition of interference with official traffic control devices" are found in Title 7.C Chapter 544 of the Transportation Code.

<http://www.statutes.legis.state.tx.us/docs/TN/htm/TN.544.htm>

##### **2. Policy of the Board of Regents**

As set forth in the Board of Regents meeting of August 1, 1975, Item M194, "a copy of the

current *Traffic and Parking Regulations* with accompanying map(s), if any, will be transmitted by the managing director of Transportation & Parking Services to the secretary of the Board of Regents and the director of Grounds Maintenance by August 1 of every year."

### 3. **Parking and Traffic Control Devices**

- a. To enforce traffic and parking regulations and to be unified with the state of Texas and the city of Lubbock, the control signage manual will be *The Texas Manual of Uniform Traffic Control Devices* and its supplements and changes thereof. All signage will be standardized as to design and placement as set forth in this manual.
- b. *The Texas Manual of Uniform Traffic Control Devices* and its supplements and changes thereof will be maintained in the Office of Grounds Maintenance.
- c. All traffic and parking control devices will be reflectorized.
- d. All parking lot identification signs will be changed to an 18" x 24" and/or 24" x 24" standardized, reflective sign, which will include a band of color signifying the type of parking permit required within the lot. ([Attachment A](#)). Texas Accessibility Standards Section 502.6 <https://www.tdlr.texas.gov/ab/2012TAS/2012tascomplete.pdf> pg. 112, which states that "signs shall be 60 inches minimum above the finished floor or ground surface measured to the bottom of the sign."
- e. All standardized traffic and parking signs will be placed on 2-3/8 inch outside diameter steel poles with a painted surrey bronze finish for Texas Tech University campus signs.
- f. Signs indicating the speed limit and controlled parking only will be placed at all entrances to the campuses of Texas Tech. ([Attachment B](#))
- g. To alleviate visual clutter, all "No Parking Any Time" signs will be used only when necessitated; otherwise, "Fire Lane" will be painted on the curbs. Additionally, large parking areas that are primarily one type of parking control (e.g., residence hall or commuter) will only be marked with a controlled parking sign at each entrance.
- h. Transportation & Parking Services and the Texas Tech Police are tasked with enforcing the *Traffic and Parking Regulations*.

### 4. **Street Signs**

- a. Street signs will be erected at intersections to correctly identify each street as a continuation through the campus of the named city of Lubbock street.
- b. Street signs will be reflective.
- c. Street signs will display official Texas Tech colors. ([Attachment C](#))
- d. Street signs will be reviewed and recommended by the Managing Director of Grounds Maintenance and approved by the Assistant Vice President for Operations.

## 5. **Implementation**

- a. The Operations Division will be responsible for erecting and maintaining all traffic and parking control devices (as stipulated in the control signage manual), all street signs, and all bus stop information signs.
- b. Requests to remove, alter, or install a traffic and parking control device, street sign, or bus stop information sign will be reviewed and recommended by the Managing Director of Grounds Maintenance and approved by the Assistant Vice President for Operations and Transportation & Parking Services.
- c. Excess signs recommended and approved for removal by Operations Division and Transportation & Parking Services will be removed.
- d. All pedestrian signs and flashing lights must be approved by the Traffic and Parking Coordinating Committee.

[Attachment A: Example 1](#)

[Attachment B: Example 2](#)

[Attachment C: Example 3](#)