OP 61.18: Traffic and Parking Control Devices

DATE: May 19, 2014

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 January of each year by the director of Grounds Maintenance and the managing director of University Parking Services and the director of Engineering Services with substantive revisions forwarded through the assistant vice president for operations to the vice president for administration and finance and chief financial officer.

POLICY/PROCEDURE

1. Legal Authority
   a. Article 51.202 of the Texas Education Code provides as follows:

   "Rules and Regulations; Penalty

   (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 the Texas Uniform Act Regulating Traffic on Highways, codified as Article 6701d, Vernon's Civil Statutes."
2. **Policy of the Board of Regents**
   
a. 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 University Parking Services to the secretary of the Board of Regents and the director of Grounds Maintenance by August 1 of every year.”

   b. The assistant vice president for operations will be responsible for updating and submitting maps or plats through administrative channels to the secretary of the Board of Regents by August 1 of each 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.


   c. All traffic and parking control devices will be reflectorized.

   d. In a planned replacement process for the Texas Tech University campus, all present 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)

   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. Visitor, time limit, and two-wheel vehicle parking will be identified with curb marking and/or signs when necessary as reserved spaces are identified at the present time. This visual marking will reduce the need for an excess number of signs within all parking areas.

   h. To alleviate visual clutter, all "No Parking Any Time" signs will be used only when necessitated, otherwise "No Parking" and "Fire Lane" will be painted on the curbs.

   i. University 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 director of Grounds Maintenance and approved by the assistant vice president for operations

5. **Implementation**

a. Grounds Maintenance 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 director of Grounds Maintenance and approved by the assistant vice president for operations

c. Excess signs recommended and approved for removal will be removed at the beginning of the program.

d. Due to costs involved, the installation of new signs of all types will occur in phases. Traffic and parking control signs will be erected as new signs are needed.

*Attachment A: Example 1*
*Attachment B: Example 2*
*Attachment C: Example 3*