

Service Vehicle Operation on Campus CO-CV-PR3

Responsible Officer: Vice President for Administration and Campus Operations

Sponsoring Department: Police Department

Revision Date: 23 March 2017

Errors or changes to: aim@uta.edu

CONTENTS

Procedures Objective

Scope

Responsibilities

Procedures

 Section I. Vehicle Operation

 Section II. UTA Police Department Approval

 Section III. Violations

 Section IV. Gate "Key Card" for Controlled Parking Lots

 Section V. Time Restrictions

 Section VI. Servicing Points for Specific Buildings

Forms and tools/Online processes

Definitions

Rationale

Related statutes, policies, Requirements or Standards

Appendices

contacts

Website Address for this procedure

PROCEDURES OBJECTIVE

This procedure is published to minimize the potential for vehicle mishaps. Additionally, it will prevent campus streets from being unnecessarily blocked, and reduce damage to landscaped and unpaved areas.

SCOPE

This procedure applies to all individuals who operate vehicles on the UTA campus.

RESPONSIBILITIES

Vice President for Administration and Campus operations

- Approves all proposed revisions to and deviations from this policy.

UTA Policy Department

- Approves travel by vehicles of greater than fifty horsepower on any pedestrian area not designated in this procedure and the stopping of service vehicles in a traffic lane.
- Approves operation of four wheeled and larger vehicles in other than designated service points and pedestrian areas or the stopping of any vehicle on public streets.
- Authorizes issuance of citations by patrol officers for violations of this policy.
- Reviews and approves requests to drive or park on the mall area.
- Additionally Facilities Management's Assistant Vice President or designee(s) maintains approval for access for vendor and contractor access related to project management.

Vehicle Driver's Supervisor

- Approves operation of vehicles off of hard surface(paved) areas.
- Contact UTA Police Department and provides information necessary to obtain approval for operation of four wheeled and larger vehicles in other than designated service points and pedestrian areas or the stopping of vehicles on public streets.

PROCEDURES

Section I. Vehicle Operation

When accessing pedestrian areas, any motorized vehicle with two or more wheels will operate at 5 mph (walking speed) to ensure pedestrian safety is not jeopardized. Pedestrians have the right-of-way. Vehicles must not block pedestrian walkways, fire exists, fire connections and access routes and or handicapped ramps. Be especially careful when backing. University vehicles must not park within 30 feet of an intersection or within 15 feet of a fire hydrant.

- A. **Utility Vehicles(Scooters):** Utility vehicles of less than fifty horse-power are authorized to use paved pedestrian areas. These vehicles must be operated in compliance with State motor vehicle laws when using streets. When using pedestrian areas, pedestrians have the right-of-way. Be especially careful backing.
- B. **Vehicle Restrictions:** Vehicles of greater than fifty horsepower must have UTA Police Department approval to travel on any pedestrian area not designated in this procedure. To minimize traffic interference resulting from service vehicles stopping in "no parking" zones on busier campus streets, service vehicle stops have been designated on side streets. When service vehicles must stop in a traffic lane, lights or cones must be used. Therefore, without UTA Police Department approval, there will be no stopping of service vehicles in a traffic lane.

- C. **Vehicles Off Hard Surfaces:** No driver will operate a vehicle off of hard surface (paved) areas without specific approval of his/her supervisor. Grass areas will not be used for shortcuts, routine travel or parking. Maintenance vehicles may travel on grass areas when required by work activities.
- D. **Special Purpose Vehicles:** Special purpose vehicles such as a cherry picker or backhoe, ground maintenance units and digging equipment must be pre-positioned during non-class hours, if possible. Special purpose vehicles can not operate routinely on pedestrian walkways.

Section II. UTA Police Department Approval

- A. To obtain UTA Police Department approval for four wheeled and larger vehicles to use other than designated service points and pedestrian areas or for any vehicle to stop on public streets, the driver must complete the Mall Access request located at <http://police.uta.edu/services/mall-access.php>. In the event urgent and unanticipated use is immediately needed, the driver's supervisor must call the UTA Police Dispatcher at Ext. 23381 and advise the following:
 - 1. Supervisor's name and telephone number;
 - 2. Operator's name and telephone number;
 - 3. Make/model of vehicle and number;
 - 4. Reason for deviation from service point for building;
 - 5. Route/stopping point;
 - 6. Beginning and estimated time the vehicle will be at the location;

Section III. Violations

Patrol officers will check with UTA Police dispatcher to determine if violation is authorized prior to issuing a citation.

Section IV. Gate "Key Card" for Controlled Parking Lots

The Mav Express Office will issue a gate "Mav Express card" to University departments and commercial agencies for their service vehicle access requirements.

Section V. Time Restrictions Service vehicles will not be permitted access to interior campus pedestrian areas between the hours of 11 A.M. and 2 P.M. with the exception of emergency situations. Special Permission from the UTA Police Department is necessary to drive or park on the mall area.

Section VI. Servicing Points for Specific Buildings

A. University Building

1. **Maverick Activities Center(MAC):** Service vehicles may use the sidewalk area at the northeast corner of the Activities Building. Entry to the area will be from the parking lot north of the building. Vehicles may also use the F-8 parking lot for access to the southeast corner. The road west of the outdoor swimming pool may be used for the southwest corner.
2. **UT Arlington Research Institute(UTARI):**Use loading dock at northeast side of the building.
3. **Aerodynamic Research Building:** Use east driveway between the main building and the compressor building. Do not park on Speer or Sixth Streets.
4. **College of Architecture, Planning and Public Affairs (CAPPA) Building:**Use north side loading dock or the dumpster pad at the southeast corner of the building.
5. **Business Building:**Vehicles must not be parked on sidewalk. Do not park or stop on South West Street. use parking south of the Thermal Energy Plant or the service vehicle spaces on West Street.
6. **Campus Center:**Use nearby parking lot.
7. **Carlisle Hall:**Use the Chemistry and Physics Building loading dock. No vehicles are authorized between Ransom Hall and Preston Hall or on the mall area north of those buildings. The UTA Police Department can authorize a vehicle in this area on an emergency basis only.
8. **College Hall:** Use the Chemistry and Physics Building loading dock.
9. **Davis Hall:**Use loading dock University vehicle spaces in F-9, or University vehicle parking area near loading dock. Vendor vehicles will use designated area of parking lot just south of Administrative parking. Service/maintenance vehicles are not authorized to stop at the main entrance to Davis Hall except in emergencies or for special reasons approved by the UTA Police Department.
10. **Engineering Lab Building:** Use nearby parking lots or parking on College or West First Street.
11. **Engineering Research Building:**Use the loading dock on the east side or adjacent parking lots.

12. **Fine Arts Building:** Use south loading dock or the CAPPA building north dock.
13. **Geoscience Building:** Use Lot 14 on the north side of Nedderman Hall. For heavy loads park on the northeast corner of the building. Care must be exercised when proceeding into the courtyard area. When pedestrian traffic is heavy, or when backing is required, extreme care must be taken. Special permission from the UTA Police Department is necessary to drive or park on the mall area.
14. **Hammond Hall:** Use service vehicle parking on Planetarium Place.
15. **Health Center:** Use dedicated parking on Third Street or the Health Center parking lot.
16. **Library:**Use the dock area on the east side of the building or service vehicle spaces on Planetarium Place. No vehicles are authorized on the mall in front of the building. Do not stop or park in the Planetarium Place turnaround.
17. **Life Science Building:** Use the dock on the southwest corner of the building and the service vehicle spaces on Planetarium Place. Do not stop or park in the Planetarium Place turnaround.
18. **Nanofab Building:**Use the loading dock area.
19. **Pickard Hall:**Use service vehicle parking on Planetarium Place. If heavy tools or equipment are to be carried, vehicle may proceed to a point near the north wall handicap ramp at the northwest corner. Extreme care must be used when entering and leaving this pedestrian walkway area because of the periodic heavy pedestrian traffic. Do not block sidewalk.
20. **Nedderman Hall:** Use lot 14 on the north side of the building.
21. **Physical Education Building:** Use a gate "key card" and park in the lot next to the sidewalk at the northeast corner of the building. Service vehicles may also park in the driveway on the west side of the building for short periods of time. Service vehicle parking is also provided on Greek Row.
22. **Preston Hall:** See Ransom Hall. Heavy loads using wheeled carts for delivery may park temporarily at the southwest corner or Preston Hall on the mall just west of the water fountain. Vehicles should park in a manner that will not restrict pedestrian traffic or vehicles going to Science Hall. Special permission from the UTA Police Department is necessary to drive or park on the mall area.
23. **Ransom Hall:** Use the Chemistry and Physics Building loading dock.
24. **Science Hall:**Service vehicles will enter the Science Hall loading dock by crossing the mall to Science Hall. Care must be exercised when proceeding into the courtyard area. When pedestrian traffic is heavy or when backing is required, extreme care must be taken. Special permission from the UTA Police Department is necessary to drive or park on the mall area.

25. **Thermal Energy Plant:** Use the service entrance on the south side of the building. Do not park along the yellow curb east of the Health Center. Use service vehicle spaces on West Third Street and South Oak Street.
26. **Maverick Stadium(2nd level):** Vehicles may enter the southwest gate and proceed on the pedestrian walkway to the second level of the west stands.
27. **Tennis Center:** Enter the sidewalk access to the Tennis Center from the southwest corner Lot 33 West. Proceed slowly and stay in center of the walkway to prevent damage to the sidewalk. Use extreme caution.
28. **Texas Hall:** Park in the university vehicle parking spaces in the Davis Hall parking lot or the loading dock on the north side of the building.
29. **Trimble Hall:** See Hammond Hall.
30. **College Park District:** Use 1 hour parallel parking on Spaniolo or adjacent parking garages.
31. **College Park Center:** Use facility loading dock.
32. **University Center:** Service vehicles will use the designated dock on the north side of the building or the service vehicle parking on the north side. No parking or driving on the mall area or shuttle lane is allowed.
33. **University Hall:** Service vehicles will use the designated dock on the north side of the building or the service parking on the north side. No parking or driving on the north side of the building. Special permission from the UTA Police Department is required to drive or park on the south side of the building.
34. **Wolf Hall:** Use the dumpster pad/loading dock near the northwest corner of the Engineering Lab Building. Special permission from the UTA Police Department is necessary to drive or park on the mall area.

B. Housing

1. **Arlington Hall:** Use nearby parking lot or park vehicles on West First Street or West Third Street. University vehicles should not park in the main driveway as this is to be used for loading/unloading.
2. **Brazos House:** University vehicles will not use the "Brazos resident only loading/unloading" parking spaces. Use the service vehicle spaces on Third Street or South Oak Street.
3. **Cooper Chase:** Use adjacent parking lots.
4. **Kalpana Chawla Hall:** Use a gate "Key card" and park at the curb adjacent to the building or at the South Oak Street entrance out of the flow of traffic.
5. **Lipscomb Hall:** Use the south parking lot with entry card or use the north lot. The curb south of the building is authorized for service vehicles. Care must be used to avoid blocking traffic, sidewalks or parking designated "disabled". Do not stop or park on Spaniolo.

6. **Trinity House:** Use a gate "key card" and park at the curb adjacent to the south side of Trinity Hall.
7. **Student Housing Apartments:** Use adjacent parking lots.

FORMS AND TOOLS/ONLINE PROCESSES

N.A.

DEFINITIONS

Service Vehicle: A university, commercial or government vehicle acting in direct support of campus activities either by contract or responsibility. Includes maintenance, vendor and utility vehicles.

RATIONALE

Campus walkways are becoming more congested due to increased enrollment and an increase in students residing on or near the campus. Increased service vehicle activity required to support the greater number of students and other pedestrians who use the walkways creates congestion and a higher risk of accidents. Restrictions on the operation of vehicles on campus will benefit pedestrians, lower risks associated with congestion, and protect campus landscaping and paved areas.

RELATED STATUTES, POLICIES, REQUIREMENTS OR STANDARDS

UT System Administration Policies and Standards	Other Policies and Standards
<p>Regents' Rules and Regulations, Rule 20201, Presidents</p> <p>University of Texas System Policy UTS165, UT System Information Resources Use and Security Policy</p>	<p>UTA Student Congress Resolution 13-04 Vehicles on Campus Walkways</p> <p>Texas Transportation Code Title 7 Vehicles and Traffic, Subtitle C. Rules of the Road</p>

APPENDICES

N.A.

CONTACTS

If you have any questions about Procedure 6-13, Vehicle Operation on Campus, contact the following departments:

Subject	Office Name	Telephone Number	Email/URL
All topics in Procedure	UTA Police Department	817-272-3903	http://police.uta.edu/services/mall-access.php
Website	Business Technology Services	817-272-0635	BATS@uta.edu

WEBSITE ADDRESS FOR THIS PROCEDURE

UT Arlington HOP Policy Site