



TEXAS TECH UNIVERSITY HEALTH SCIENCES CENTER EL PASO

Operating Policy and Procedure

HSCEP OP: 76.37, **Service Vehicle Parking**

PURPOSE: The purpose of this Texas Tech University Health Sciences Center El Paso Operating Policy and Procedure (HSCEP OP) is to establish regulations to control parking of TTUHSC, TTU, vendor, or contractor vehicles, all defined as service vehicles in this HSCEP OP.

REVIEW: This HSCEP OP will be reviewed May 1 every four years (E4Y) by the Assistant VP for Physical Plant and Support Services, and the Managing Director of Parking & Transportation Services, with recommendations for revisions submitted to the Chief Financial Officer or designee by May 15.

POLICY/PROCEDURE:

1. Policy.

- a. It is recognized that service vehicles are required to transport personnel and materials to work sites on the campus. It is not the intent of this policy to hinder or handicap workers in the performance of their duties. Property damage and unsafe conditions, however, frequently occur on campus as a result of drivers ignoring parking regulations. This policy is intended to provide a complete understanding of the TTUHSC El Paso's requirements and expectations as they relate to service vehicle parking.
- b. External vendor and delivery vehicles will be directed to the appropriate service area/drive by making prior arrangements with the TTUHSC El Paso Parking Services Office (915 215-4425).
- c. Parking partially in the street and partially on a walk/curb is prohibited. Vehicles must park in designated areas only.
- d. Blocking of doorways, sidewalks, handicap access, and fire lanes is prohibited.
- e. Movement of heavy equipment and supplies to the buildings will be accomplished from the loading dock, or the designated delivery area, if possible. If not possible, the individual or contractor responsible for moving, loading, hauling, etc., should make prior arrangements with the designated project manager who will contact the Parking Services Office to obtain alternate delivery, parking and routing information to ensure protection of lawns, sidewalks, brick areas, ramps, lawn sprinkler systems, designated fire lanes, etc.
- f. Maintenance or service of the facility which cannot be accomplished from the designated campus loading docks will be coordinated through the Parking Services to ensure adequate protection of surrounding facilities and unimpeded vehicular, pedestrian, and emergency traffic.
- g. Damage resulting from vehicles traversing lawns, sidewalks, bricked areas, etc., will be repaired by Grounds Maintenance, TTUHSC El Paso Plant Operations, or Regional Facilities Operations and Maintenance. All repair costs will be charged to the department or vendor/contractor responsible for such damage as determined by TTUHSC El Paso and in the context of the circumstances.

2. **TTUHSC El Paso Vehicle Parking.** Employees operating TTUHSC El Paso or TTU vehicles will be instructed to park only in the following areas which are listed in priority order:
 - a. TTUHSC El Paso service vehicle parking spaces at the loading dock or designated service vehicle parking location.
 - b. Time-limited parking
 - c. On-street parking
3. **Vendor Parking.** For external vendor and delivery vehicles, parking spaces are available at Time-limited parking spaces. Vendor and delivery vehicles found to be blocking a street, sidewalk or designated parking spaces, will be ticketed and towed by the Parking Services Office or the Police.
4. **Contractor Parking.** Parking space for contractor vehicles will be designated by the Parking Services Office by prior arrangement through the designated project manager. Contractor vehicles must display a TTUHSC El Paso-issued hanging permit clearly displayed from the inside rearview mirror or visor of each vehicle at all times while parked on TTUHSC El Paso property. Vehicles with the contractor logo clearly shown will be permitted to park in the designated contractors' parking lot/area without a dash pass.