



Parking Rules and Regulations

These rules and regulations have been developed to control traffic and parking for everyone using the roadways and parking lots of Southwestern Seminary and Scarborough College.

Any student or employee who operates a vehicle on the property of SWBTS on a regular basis must have a parking permit. Student permits are \$30 and may be obtained online at <https://swbts.edu/campus-life/offices/campus-police/> by clicking on “Register Your Vehicle” Faculty and full time employees must register their vehicle online. Non-student, part time employees must obtain their parking permit by going to the Campus Police office.

Parking restrictions are enforced Monday-Friday from 7 a.m. until 5 p.m., with the exception of dorm and residential lots which are enforced 24/7.

Obtaining a parking permit authorizes a person to park on campus in designated areas; it does not guarantee a parking space. The lack of a space in any areas at any time is not a valid excuse for violating these regulations.

A parking permit is valid only when it is properly adhered on the lower left corner of the rear windshield. Please be sure to remove your previous permit before placing a new permit on your vehicle. If you do not remove your previous permit, you must place the new permit directly above the older one.

You are responsible for renewing your permit at the time of its expiration, as indicated by month and year on the permit.

Permit is non-transferable and must stay on the vehicle to which it was registered.

Dorm students must leave their vehicles parked in their respective dorm parking lots while attending class.

Boats, RVs, trailers, campers, or any other vehicles used for recreational purposes are not to be parked on SWBTS property without approval from Campus Police.

Students driving a vehicle on to campus must park in a designated Parking Lot; parking on nearby residential streets is not allowed and will result in a parking citation.

Handicapped parking is permitted across campus provided the vehicle displays a permit issued by any local or state government agency.

Parking permits may be revoked for not payment of fines or repeat offenses.

Vehicles with a revoked permit or in violation of fire lanes, fire hydrants, or handicapped parking may be towed at the owner’s expense.

15-minute parking spaces are strictly enforced and are designated for persons who need to conduct limited business with SWBTS.

Pedestrians have the right of way at all intersections and crosswalks whether marked or unmarked.



Applicable traffic laws of the State of Texas are in effect at all times.

The speed limit on SWBTS property is 15mph unless otherwise posted.

Appeals

- A person receiving a citation may appeal the citation online at <https://www.permitsales.net/swbts/violations>
- Appeals must be made no more than 14 days after the issue date of the citation.

Abandoned/ Inoperable vehicles

- SWBTS may have towed, at the owner's expense, any vehicle deemed abandoned or inoperable by Campus Police.

Number of Vehicles Allowed

- Married couples may receive a second permit, for \$10 once the first permit has been purchased.
- Single students are limited to one vehicle.

To Avoid Parking Tickets

- It is the permit holder's responsibility to be aware of approved parking.
- Properly display your permit on the vehicle.
- Don't park in a handicap spot without government issued permit.
- Back-in or pull-through parking in campus parking lots is not permitted.
- If you lend a car to a friend, you are still responsible. Make sure the friend knows where to park. Allow enough time to find a parking space.
- Renew your permit before it expires.
- The color of the permit determines where you may park
 - a. **Light Blue**- Faculty/Staff (All Lots)
 - b. **Purple**- Carroll Park Resident (Lots: 3,7,10, 11, 12,14,15)
 - c. **Orange**- Dorm Resident (Lots: 4,5,6, 15,16)
 - d. **Grey**- Perimeter Housing (Lots: 3,7,10,11,12,14,15)
 - e. **Yellow** – Commuter/PT Staff (non-student) (Lots: 3,7,10,11,12,14,15)
 - f. **Green**- Student Village Resident (Lots: 3,7,10,11,12,14,15)

Parking Permit Fees

- Student Yearly Parking permit- \$30
- Permits purchased between Jan 1st-May 31st- \$15
- Permit Replacement Fee- \$10



Citation Fees

Violation	Fine
1 No current parking permit	\$40
2 Failure to park in a designated SWBTS parking lot	\$40
3 Parking in an Improper Lot	\$40
4 Backed into a Parking Lot	\$40
5 Parking in Visitor/Guest spaces	\$40
6 Parking beyond time limit	\$25
7 Parking in a Non-Parking space	\$25
8 Parking in Handicapped space	\$75
9 Parking in a Fire Lane	\$40
10 Blocking Driveway	\$50
11 Parking in a Reserved Space	\$25
12 Parking within 15feet of a Fire Hydrant	\$50
13 Parking in a Loading Zone	\$25
14 Improperly Parked	\$25
15 Permit Improperly Affixed	\$25
16 Parking Violation	\$25
17 Improper Permit	\$40

Moving Violations	Fine
1 Failure to stop at Stop Sign	\$50
2 Speed not reasonable or prudent	\$50
3 Ran Red Light	\$50
4 Unsafe Vehicle Movement	\$50