



# Parking Rules and Guidelines

## **Overview**

The operation of a motor vehicle on campus is a privilege granted by the Mansfield ISD Board of Trustees. Vehicles requiring a state license are classified as a motor vehicle including cars, trucks, mopeds and motorcycles. All vehicles driven on Mansfield ISD campuses are subject to all local and state traffic laws. A student or employee has full responsibility for the security and content of his or her vehicle. Students, faculty, staff and employees who operate or park a motor vehicle on a Mansfield ISD High School campus are required to have a valid parking permit decal properly affixed to the vehicle. The person to whom a parking permit is issued has a nontransferable decal.

The Mansfield ISD Police Department or their designee is given the responsibility of enforcing procedures that provide a safe campus environment for our students. To aid in this process, the MISD Police Officers are licensed by the State of Texas and are granted all the powers of a peace officer. The jurisdiction of these officers are both on and off school property within the boundaries of the Mansfield Independent School District. The jurisdiction of these officers may be extended to any school-sponsored event, which may take place outside the boundaries of MISD. Citations, arrest, and/or other legal action may be taken for any violation of federal law, state law, and/or city ordinances. According to the Texas Education Code section 37.102 (b) all laws regulating traffic on highways and streets apply to the operation of vehicles within school property. The following regulations and guidelines were established by the Mansfield ISD Board of Trustees in the effort to maintain a fair and impartial system for the enforcement of parking and traffic regulations on MISD school campuses.

The privilege of parking a vehicle on campus may be taken away for violations pertaining to inappropriate behavior or parking violations. Upon arriving at school, students must immediately vacate their cars and the parking lot and enter the school building. Students in the parking lot during the day without a pass will be subject to disciplinary action. Persons, including enrolled students of any school of this district, who are not authorized to be on school grounds after school hours, may be charged with trespass on school grounds in accordance with section 37.107 of the Education Code.

## **Parking Permits Required for Students & MISD Employees Parking on all High School Campuses**

A student or employee driving a motor vehicle or motorcycle to school must be a licensed driver and have the required liability insurance coverage. The student or employee must register the motor vehicle and obtain a parking permit sticker from the Mansfield ISD Police Department. The parking permit must be affixed - by its own adhesive, to the registered vehicle. Note: Students ARE NOT to park in Faculty (yellow striped parking spaces) or Visitor parking spaces that have signage indicating "Visitor" on pavement, curb and/or erected signage. Students are not permitted to use staff parking stickers or use staff parking spaces.

## **Purchase of Parking Permits**

Eligible students may purchase a parking permit decal for \$30.00 (or \$15.00 with verification of half year enrollment.) Parking stickers for additional vehicles in the same household are \$5.00 per vehicle per school year. Employee parking permits are issued at no cost. Students and Employees will be required to complete a parking permit form, present a valid Texas driver's license, and present valid proof of liability insurance for the vehicle being registered. The student's driver's license and insurance must remain current at all times.

## **Place of Purchase**

For the convenience of the employees and students, parking permits will be issued during fall registration at all Mansfield ISD high schools. All parking permits will be issued through the Mansfield ISD Police Department. After registration, parking permits may be purchased at the Mansfield ISD Police Department, 1522 N. Walnut Creek Drive (directly behind the Brooks Wester Campus). The Mansfield ISD Police Department is open 24 hours a day, seven days a week.

## **Temporary Permits**

In special circumstances, temporary parking permits may be obtained from MISD police officers who are assigned to the high school campuses. The definition of "special circumstances" and the issuance of the temporary parking permit will be at the discretion of the MISD Police Department. Temporary permits may also be obtained at the MISD Police Department; open 24 hours a day, seven days a week. The hanger type temporary permits must be properly displayed with the printed side facing the front end of the vehicle on the interior rear view mirror where the permit can be read from outside the vehicle.

## **Replacement Permits**

In the event that a vehicle is stolen, wrecked, sold, or has the windshield replaced, the permit holder should immediately notify the MISD Police Department. We will issue replacement permits at the discretion of the department and may require proper documentation including the original parking permit, a letter from the insurance company, a police report or other related information. Replacement permits can only be obtained at the MISD Police Department. If a replacement permit is issued, a service charge of \$2 will be assessed.

## **Designation of Parking Spaces**

Parking spaces with white striping is designated for students parking. Parking spaces with yellow striping is for employee parking and students are not to park in those areas. Parking spaces for visitors will be designated on pavement, curb, and/or erected signage, indicating "Visitor".

## **Visitor Parking**

All visitors must park in areas designated specifically for visitors. A visitor is defined as a person(s) who has no official connection with the Mansfield ISD. A student or employee is not considered a visitor and may not park in a visitor's area, on class days between the hours of 7a.m. and 4p.m. no matter whose vehicle they are driving. All rules and guidelines must be followed by visitors.

### Fine Amounts

The fine amount for tickets issued by the Mansfield ISD Police Department will be a standard rate of \$30.00 per ticket for all parking infractions. All other fines are set by the court having jurisdiction. **Payments can be made by cash or check only.**

### Vehicle Regulations

Violators may be issued traffic citations for moving violations and/or parking tickets for parking violations. Traffic citations will be filed through the court having jurisdiction as indicated on the issued citation.

Parking lot regulations include, but not limited to:

- 15-MPH speed limit on campus at all times
- No parking in faculty, bus-loading zones, on sidewalks, in fire lanes or designated handicapped spaces
- No parking in visitor's parking area
- No parking without a permit
- No back-in or pull through parking (head in only)
- No parking in more than one parking space.
- Longer than normal or oversized vehicles may pull forward into the adjoining parking space ahead so that the rear of the vehicle is not extending into the traffic lane. A majority of the longer than normal or oversized vehicle must be in the parking space occupied by the rear of the vehicle.
- All vehicles must have the correct decal registered to that particular vehicle
- No loud sound system
- No display of obscene, indecent or offensive language or symbols written or affixed to the vehicle
- No parking off the pavement

### Immobilized (Booted) or Towing of Vehicles

The Mansfield ISD Police Department may impound or boot vehicles that have any unpaid tickets (one or more) and proper disposition has not been made within 10 school days of any ticket issued. All fines and fees must be paid by 6:00 p.m. on the date the vehicle is immobilized or the vehicle will be towed. If a vehicle is immobilized or towed: (1) All previous tickets must be paid before the vehicle is released, (2) An immobilized (booted) removal fee of \$25.00 must be paid, and (3) The owner of the vehicle must pay all towing expenses.

The Mansfield ISD Police Department is not liable for any loss or damage resulting from a vehicle being immobilized or towed. The owner of a vehicle that has been immobilized will be responsible for any damages to the immobilizer caused by unauthorized removal or attempts at removal. Unauthorized removal of the immobilizer (boot) may result in criminal charges being filed. A certificate of release must be obtained from the MISD Police Department before a vehicle can be released back to the owner. Proof of insurance and a valid driver's license will be required to obtain a certificate of release.

### Revocation of Parking Permits

When a student is caught off campus or attempting to leave campus without the proper sticker/justification, policies are as follows:

First Offense: Loss of parking privileges for 9 weeks.

Second Offense: Loss of parking privileges for one calendar year.

These consequences will be given to all students riding in a vehicle, not just the driver. If a student who is not of driving age is caught, their parking privileges will be suspended from the first date they would be able to park on campus. Parking stickers will be removed from the student's car following each offense. Students will be charged \$2.00 for a replacement sticker following the discipline period. It will be the responsibility of the student and their family to arrange for alternate transportation during the discipline period. MISD Bus Transportation is provided for those eligible. City police will be monitoring surrounding businesses and neighborhoods for students who are illegally parked, so it is not recommended to park off-site.

### Appeals

Parking tickets may be appealed by obtaining and completing an appeal form available at the Mansfield ISD Police Department, from a MISD Police Campus Officer, or the MISD website in the "forms" section. Appeal forms must be completed within ten (10) school days of issuance of the ticket. Appeal forms will not be accepted for tickets more than ten (10) school days past issuance.

### Display of Permits

The parking decal must be permanently affixed to the outside bottom left corner of the back window. If the vehicle does not have a rear window the permit may be placed on the back left side of the rear bumper. For motorcycles, the permit may be placed on the rear fender, where visible. The permit can only be displayed on the vehicle to which the permit is registered.

Any deviation from this policy may result in the permit being revoked and/or the vehicle being removed (towed). The improper displaying of a decal constitutes a parking violation. Affix parking permit (X) on bottom left corner of rear window or to an alternate location (X) on the left rear bumper. The permit must be displayed on the outside of the vehicle. Any person who obtains a parking permit agrees to surrender the permit to any MISD police officer immediately upon a request. Any person may file a written letter of appeal to the Chief of Police, after first surrendering the permit.



### Vehicles Subject to Search

Any vehicle entering MISD property is subject to search by school authorities. Such search includes all compartments and components thereof.

**Open 24 Hours a Day  
7 days a Week**

**Mansfield ISD Police Department 1522 North Walnut Creek Drive, Mansfield Tx 76063  
(Located directly behind the Brooks Wester Middle School Campus)  
817-299-6000**

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