

	PVAMU PARKING DEPARTMENT	
	Policy 04- Towing Policy	
	<u>Effective Date:</u> May 1 st ,2022	<u>Replaces:</u> NEW
	<hr/> Associate Vice President of Public Safety	
	<u>Reference:</u>	

I. Purpose

The purpose of the policy is to define the steps taken to tow illegally parked vehicles to the on-campus tow lot or off-campus using a contracted towing vendor.

II. Towing Regulation

Prairie View A&M University reserves the right to tow any inappropriately parked vehicle or vehicles with excessive unpaid citations.

III. Vehicles are subject to towing for the following reasons:

- A. Vehicles parked on PVAMU property for more than 30 days without moving are deemed abandoned. Moving a vehicle from one space to another to give the appearance of the vehicle being utilized is not permissible, even if a valid permit is purchased
- B. If a motor home, trailer, or boat is parked overnight on PVAMU property without prior permission from Parking
- C. Parked in designated “No Parking” areas
- D. If a vehicle is parked in a handicap space without a state-issued disabled plate bearing the International Symbol of Access (ISA) or a state-issued disabled hangtag issue to them or the person that they are transporting.
- E. Parked in a tow-away zone
- F. Parked by a fire hydrant
- G. Parked in a marked fire lane
- H. Parked in a reserved space without the proper decal or permit
- I. Blocking a sidewalk, crosswalk, or parking on the grass
- J. Parked in or blocking a driving lane
- K. Parked in or blocking a driving entrance or exit
- L. If a vehicle has parking violations in excess of \$250.00
- M. Parking behind temporary barricades set up by the Parking or Police department

- N. After five business days with a boot
- O. Parking in the University Square Town Homes residents reserved parking
- P. Parked in a lot not authorized by their assigned permit

IV. Towing a Vehicle

- A. The Parking Enforcement Officer identifies the vehicle that is to be towed.
- B. The Parking Enforcement Officer shall contact dispatch with the following information to request a tow:
 - 1. License plate
 - 2. Vehicle make, model, and color
 - 3. Lot number where the vehicle is located
 - 4. Where the vehicle will be towed (on-campus/off campus)
- C. The Parking Enforcement Officer shall take pictures of the vehicle before it is towed, to identify any prior damage to the vehicle.
- D. Parking Enforcement Officer shall wait for the tow company to arrive.
- E. If the vehicle is towed on campus, the Parking Enforcement Officer shall escort the tow company to Lot 95 and boot the vehicle. The vehicle shall be parked in the designated tow area (Spaces 1 – 7 & “designated parking area”). Lot 63 may be utilized for overflow towing space should lot 95 be needed for an event or become full. Once the boot is placed on the vehicle, the Parking Enforcement Officer will notify UPD dispatch of the parking space number the vehicle was placed in.
- F. The Parking Management Officer will enter the information and photographs into the T2 tow log.