



Employee 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. An employee has full responsibility for the security and content of his or her vehicle. 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 decal or parking hanger. **The person to whom a parking hanger/decal is issued has a nontransferable hanger/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, faculty, and staff. 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 is 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.

Parking Hanger or Decal Required for MISD Employees Parking on all High School Campuses

An employee driving a motor vehicle or motorcycle to school must be a licensed driver and have the required liability insurance coverage with the name of the driver on the proof of insurance. The employee must register the motor vehicle and obtain a parking hanger or decal from the Mansfield ISD Police Department. The parking hanger must be properly displayed with the printed side facing the front end of the vehicle on the interior rear view mirror where the hanger can be read from outside the vehicle. For motorcycles, a decal will be used in place of the hanger and may be placed on the rear fender, where visible. Note: Students are not permitted to use staff parking hangers/decals or use staff parking spaces. Staff cannot park in "Visitor" or "Handicapped" parking spaces unless permitted to park in "Handicapped" spaces under State Law (see visitor parking).

How to Obtain a Parking Hanger or Decal

Employee parking hangers and decals are issued at no cost. Employees will be required to complete a parking hanger/decal form, present a valid Texas driver's license, and present valid proof of liability insurance for the vehicle being registered. The employee's name must be on the insurance card. The employee's driver's license and insurance must remain current at all times.

Where Can an Employee Obtain a Parking Hanger or Decal

For the convenience of the employees, parking hangers and decals will be issued during fall registration at all Mansfield ISD high schools. All parking hangers and decals will be issued through the Mansfield ISD Police Department. After registration, parking hangers and decals may be obtained 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 Hangers

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

Replacement Hanger/Decal

In the event that a vehicle is stolen, wrecked, or sold, the employee should immediately notify the MISD Police Department. We will issue replacement hangers/decals at the discretion of the department and may require proper documentation including the original parking hanger/decal, a letter from the insurance company, a police report or other related information. Replacement hangers/decals can only be obtained at the MISD Police Department. If a replacement hanger/decal is issued, a service charge of \$2 will be assessed. Employee hangers/decals do not expire. Employees with decals issued prior to 2015 do not need to replace the decal with a hanger.

Designation of Parking Spaces

Parking spaces with white striping are designated for student parking. Parking spaces with yellow striping are 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 and are due within ten days of issuance. 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 hanger/decals
- 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 hanger/decals 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 any vehicle being operated by a driver that has 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.

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. Appeals must be completed by the person responsible for driving the vehicle onto campus the day the parking ticket was issued and 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. Appeals will only be accepted for circumstances which are not a clear violation of MISD Parking Rules and Guidelines.

Display of Hanger

Parking hangers must be properly displayed with the printed side facing the front end of the vehicle on the interior rear view mirror where the hanger can be read from outside the vehicle. For motorcycles, the decal may be placed on the rear fender, where visible. Any deviation from this policy may result in the hanger/decals being revoked and/or the vehicle being removed (towed). The improper displaying of a hanger or decal constitutes a parking violation. Any person who obtains a hanger or decal agrees to surrender them 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 hanger or decal.

Vehicles Subject to Search

Any vehicle entering MISD property is subject to search by school authorities or law enforcement per board policy or state and federal laws. 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 – Open 24 hours a day, seven days a week**

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