**Service Vehicle Access to Bobcat Trail UPPS No. 08.01.21**

**and the Academic Mall Issue No. 2**

 **Effective Date: 01/09/2020**

 **Next Review Date: 04/01/2023 (E3Y)**

**Co-Senior Reviewers: Associate Director, Parking Services; Director, University Police Department**

**01. POLICY STATEMENTS**

01.01 Texas State University recognizes that services to buildings and facilities on campus are essential to realizing educational goals. These services must balance pedestrian safety with the need for vehicular and service access, while ensuring the safety of pedestrians and preserving the beauty of the campus.

01.02 This policy establishes the procedures associated with deliveries to and service of, university buildings and facilities off Bobcat Trail and the academic mall from Old Main to the LBJ Student Center.

**02. PROCEDURES FOR ACCESSING DESIGNATED AREAS**

02.01 At all times, vehicles are prohibited from utilizing Bobcat Trail, the academic mall, or the Quad for any reason other than the performance of service, delivery functions, and emergency response.

02.02 From 7:30 a.m. until 4:30 p.m., Monday through Friday, on class days, vehicular access is restricted to:

a. emergency fire, police, and medical services (EMS) vehicles;

b. university vehicles responding to urgent service requests;

c. university golf carts (operating as provided in [UPPS No. 04.05.13](https://policies.txstate.edu/university-policies/04-05-13.html), Operations of Golf Carts and Other Off-Highway Vehicles); and

d. pre-approved vendors or contractors (see Section 04.03).

02.03 All possible safety precautions must be used when operating vehicles in these areas during the restricted access periods such as, but not limited to, the use of flagmen, overhead emergency lights, and speed limitations.

**03. ACCESS TO BOBCAT TRAIL AND THE ACADEMIC MALL**

03.01 Parking on any portion of the pavers adjacent to the entrance gates, or blocking access via the entrances or entrance gates at any time is prohibited.

03.02 The following access points are designated for emergency vehicles and for staff to perform university-approved service and delivery functions during the restricted access periods:

1. between Taylor Murphy and Comal, via North LBJ Drive and the Quad bus loop;
2. through the Undergraduate Academic Center (UAC) arch, via the Guadalupe south gate on North Guadalupe Street;
3. between Retama Hall and Laurel Hall, via the North LBJ south gate on North LBJ Drive;
4. between UAC and Nueces Hall, via the University Police Department (UPD) lot; and

e. between Brazos Hall and the College of Education building, via the Edward G. Gary south gate on North Edward G. Gary Street.

03.03 The following service delivery spaces are designated for staff to perform regular service and delivery functions during the restricted access periods:

a. three service vehicle spaces, located on the second floor of the Pleasant Street Garage;

b. two service vehicle spaces, located on Old Main Drive;

c. two service vehicle spaces, located between Academic Services Building (North and South), via Old Main Drive;

d. service vehicle spaces located between UAC and Nueces Hall, via the UPD lot; and

1. service vehicle spaces, located in the Brazos Hall (R23) lot at the back of Commons Dining Hall.

**04. PROCEDURES FOR OBTAINING ACCESS AUTHORIZATIONS OR PERMISSIONS**

04.01 Authorization for access into the restricted area via the Quad bus loop is subject to approval from the associate vice president for Facilities. An email request must be made by the department director, or designee, including date, duration, purpose, expected number of vehicles, and location. Manual gates must be closed immediately after ingress or egress.

04.02 Authorization for access into the restricted area via the Guadalupe south gate, North LBJ south gate, and Edward G. Gary south gate is subject to approval from the associate vice president for Facilities. An email request must be submitted by the department director, or designee, that should include the following:

1. full name;
2. NetID;
3. Texas State ID number of people requiring access;
4. date;
5. duration;
6. purpose;
7. expected number;
8. gross weight of vehicles; and
9. location of the requested access.

If approved, the requestor will initiate a work request in Asset-Works AiM including the specific information contained within the original request. Ingress Management Services (IMS) will update ID card permissions enabling access through the electronic gates, as approved. Departments needing occasional access, outside the time they are normally permitted to access the gates, may request a temporary access extension. The authorizing director, or designee, may request temporary access extensions by sending an email request to the associate vice president for Facilities during business hours at least two days in advance. The email request must include all the information found in Subsections 04.02 a.- i. If approved, the requestor will initiate a work request in Asset-Works AiM including the specific information contained within the original request. IMS will update ID card permissions enabling access through the electronic gates, as approved.

04.03 Permanent vendors or contractors (e.g., Chartwells, Staples, Coke, Ozarka, etc.) are subject to final approval from the director of Auxiliary Services.

a. The department overseeing the contract of a particular vendor or contractor will be the department to authorize access (i.e., Auxiliary Services will authorize Chartwells, and Procurement and Strategic Sourcing will authorize Staples).

b. IMS will issue temporary access cards to the department’s representative for issuance to the vendor or contractor (see [UPPS No. 08.02.01](https://policies.txstate.edu/university-policies/08-02-01.html), Control of Keys to Facilities).

c. IMS will create a permission group for permanent vendors or contractors for each authorizing department.

d. The process for requesting additions, removals, or extensions for the groups will be the same for faculty and staff.

04.04 One-time access to gates will not normally be approved. The department, working with the person needing one-time access, should have one of their employees with access permission open the gate for the person. For example, if a one-time furniture delivery is scheduled, the company would not be granted access. Someone with access receiving the furniture would have to meet them and let them through the gate.

04.05 Emergency Access

a. The San Marcos Fire Department, San Marcos/Hays County EMS, and UPD have been given access cards to carry in their vehicles for emergency access.

b. UPD dispatchers have been given access to open the gates remotely in case of an emergency.

04.06 Authorized Access During Restricted Periods – In all cases, every effort should be made by the sponsoring departments to schedule services and deliveries outside the restricted access periods (before 7:30 a.m. and after 4:30 p.m., Monday through Friday). When not feasible, exceptions may be granted during the restricted period by sending an email to the associate vice president for Facilities during business hours at least two days in advance. If approved, the requestor will initiate a work request in Asset-Works AiM including the specific information contained within the original request. IMS will update user ID card permissions enabling access through the electronic gates, as approved.

**05. REVIEWERS OF THIS UPPS**

* 1. Reviewers of this UPPS include the following

Position Date

Associate Director, Parking Services April 1 E3Y

Director, University Police April 1 E3Y

Department

Director, Auxiliary Services April 1 E3Y

Assistant Director, Facilities April 1 E3Y

Operations

**06.** **CERTIFICATION STATEMENT**

This UPPS has been approved by the following individuals in their official capacities and represents Texas State policy and procedure from the date of this document until superseded.

Associate Director, Parking Services; co-senior reviewer of this UPPS

Director, University Police Department; co-senior reviewer of this UPPS

 Associate Vice President for Finance and Support Services Planning

Vice President for Finance and Support Services

President