



SAFE CAMPUS PROGRAM
CAMPUS ACCESS GUIDELINES
PUEBLA CAMPUS



ACCESS TO THE PUEBLA CAMPUS

The access control of Tecnológico de Monterrey is considered one of the most important points for the Institute, since it allows us to generate and guarantee spaces designed for teaching, learning and working with security, tranquility and harmony for the tech community

Due to the above and the objective of facilitating entry into the community, Tecnológico de Monterrey provides an institutional credential to all its members so that they can simply show their identification to security personnel, or place it on the electronic control devices. of access can enter without further formality.

To enter by car and use the parking lots, you must register your vehicle in Tecnológico de Monterrey Access Control System, going to the "CAMPUS SEGURO PUEBLA" page and in the "My campus" section, identify the option "Programs" choose the option "Vehicular control" and enter the link www.pue.itesm.mx/controlvehicular, follow the instructions mentioned there. Access control through the recognition of vehicle bales allows us a fast, fluid and controlled entry using lanes 2 and 3 of the main entrance, as well as access to the high school.

It is considered a serious offense to enter the Campus with people from outside without having been registered as visitors.

ACCESS PROCEDURE FOR OUR VISITORS

1. Indicate the reason for your visit.
2. Show a valid official identification to security personnel.
3. Provide the name of the person who is waiting for you or intends to visit.
4. Security personnel make the corresponding record in the visitors' book.
5. Leave your identification in exchange for a visitor's badge.
6. Wear the visitor's badge -in plain sight- all the time you stay in the facilities.
7. At the end of the visit, return the badge, in exchange you will receive your identification.
8. Show security personnel the contents of suitcases, backpacks, packages and in general, all those articles that enter the campus and do the same when leaving the facilities.
9. Direct the vehicle to the parking lot designated by security personnel.
10. Comply with any other health, order and/or coexistence regulations required by the Tecnológico de Monterrey

CIRCULATION AND SPEED LIMITS INSIDE THE FACILITIES

- Drivers of vehicles and pedestrians must contribute to creating an environment of healthy and correct coexistence.
- For vehicle drivers, it is necessary to have a valid driver's license and a valid civil liability insurance policy, which covers at least civil liability for damages to third parties in their person and property.



- Obey the road signage and any other that is shown, as well as the instructions of the security personnel.
- Circulate in the direction indicated by the road.
- Respect the campus speed limit “20 kilometers per hour”; on pedestrian paths and parking lots the maximum speed will be 10 kilometers per hour.
- Non-motorized vehicles (bicycles, skateboards, unicycles, etc.) will have priority over motorized vehicles, but these also have the obligation to circulate in the direction indicated by the road.
- Make a TOTAL STOP in areas marked as pedestrian crossings (the pedestrian has priority passing at all times) to avoid road accidents.
- Emergency vehicles have the right to way over other vehicles when they circulate with the luminous or audible signals in operation.

Drivers of all types of vehicles are prohibited from:

- Carrying out maneuvers with your vehicle will be an aggravating circumstance if the purpose of this maneuver is to intimidate or physically mistreat another user or pedestrian.
- Using the car horn (horn) for a purpose other than avoiding a traffic incident, as well as causing excessive noise with the engine and/or sound equipment of the vehicle.
- Stopping the vehicle invading the pedestrian crossings, as well as within the intersection of roads.
- Using the parking spaces designated for disabled people if they do not have a temporary or permanent injury or disability, and the security team has provided an authorized badge.
- Stopping the vehicle in a designated area for bicycles or motorcycles.
- Driving or stopping in restricted areas that are delimited by markings on the pavement.
- Circulating on sidewalks, sidewalks or any other type of pedestrian paths or that are not intended for vehicle traffic.
- Stopping in places where there is restrictive signage indicating so.
- Passing other vehicles when they stop to yield to pedestrians.
- Parking in areas not established as a parking space.
- Manipulating a cell phone or any communication or audio device while the vehicle is still moving.
- Using more than one parking space, this includes, but is not limited to, encroaching on parking boundary lines, corners, traffic lanes, ascent and descent areas, and in general any space that is not designated as parking.
- Organizing or participating in high speed vehicle competitions; perform stunts and other dangerous maneuvers.
- No person is allowed to remain in their vehicle beyond the necessary time (estimated time 15 minutes) to park it or leave the parking lot.
- Based on the "General Student Regulations", students must have absolute respect for Internal Security personnel, otherwise they will be penalized according to it.



For (Motorcyclists / Cyclists / Skateboard and/or skate users)

- It is the driver's obligation to keep both hands on the handlebars when driving.
- Wear a protective helmet designed specifically for motorcyclists and make sure that those accompanying you also wear it.
- It is forbidden to zigzag, perform pirouettes, skids, etc. when they are in motion.
- Using any type of communication device while driving on campus.
- It is forbidden to use skates or skateboards on the classroom corridors, ramps for disabled people and in general all the steps intended for pedestrians.
- Locate the motorcycle and bicycle in the spaces designated for it.

When parking your car you must prevent the following:

- The vehicle must be oriented in the direction of traffic.
- When the vehicle is parked on a downhill grade, in addition to applying the parking brake, the front wheels must be directed towards the curb.
- When the vehicle is on an upward slope, its front wheels will be placed in the opposite position to the curb.
- Make sure that the vehicle does not remain in neutral and set the handbrake; perfectly close the car; do not leave the keys stuck in the switch, doors or trunk; Avoid leaving valuables in plain sight and turn off car lights.
- People who inadvertently leave the keys inside the vehicle will not be able to manipulate the doors with the intention of opening them; They must inform Internal Security personnel of the above and in their presence the same can be done.
- In the event of losing the vehicle keys, the Internal Security Department must be informed immediately, thus ensuring that the vehicle will no longer be manipulated by anyone, while the vehicle keys are located or a locksmith appears to do your own.
- In order to enter the Campus with a locksmith, both the user and the locksmith personnel who are going to carry out the work must be fully identified.
- Using more than one parking space, this includes, but is not limited to, encroaching on parking boundary lines, corners, traffic lanes, ascent and descent areas, and in general any space that is not marked as parking.
- The user accepts and acknowledges that Tecnológico de Monterrey is not responsible for the total or partial damage or theft of the vehicle; theft of goods located inside the vehicle; mechanical and/or electrical damage of any kind and fire caused by any type of mechanical and/or electrical failure of the vehicle; damage suffered in vehicles as a result of tremors or earthquakes, fires, public disturbances or any other unrelated to the institution and damage caused to third parties and/or by third parties. Neither is Tecnológico de Monterrey responsible for damages caused as a result of blows by any external device such as balls, balls, or any other, caused to vehicles in circulation or parked in its facilities.
- The permanence of vehicles inside the campus for more than 24 hours must be authorized by the Security department by email to the account protect.pue@servicios.tec.mx
- At Tecnológico de Monterrey, a civic culture is promoted and monitored, aware of cultural constructions and community coexistence, therefore, this type of behavior is punishable



by any member of the community, and in case of recidivism, the consequences thereof will be analyzed with the corresponding areas.

BEHAVIORS THAT GENERATE CONSEQUENCES FOR COMMUNITY MEMBERS

By way of example, but not limited to:

- Violating any institutional guidelines.
- Violating any applicable guidelines for the activity they carry out, such as traffic regulations.
- Exceeding the speed limits established within the campus facilities.
- Transiting or parking in unauthorized areas, zones or spaces.
- Occupying more than one space or obstructing the exit of other vehicles.
- Driving in the opposite direction of traffic.
- Driving under the influence of intoxicating drinks or prohibited substances, or carrying them in your vehicle or on your person.
- Using the parking spaces designated for disabled people, pretending an injury.
- Allowing people from outside the institute to enter using the plate reader system or the institutional credential without following the procedure for visitors.
- Refusing to identify themselves or to inspect the vehicle by Internal Security personnel, using any tool they have for it, when required or by any competent authority of the Institution.
- Carrying weapons of any kind, in your vehicle or person.
- Disregarding the instructions of security personnel when entering, driving or parking.
- Participating in a road accident, where a pedestrian is injured.
- Leaving your vehicle parked for more than 24 hours without requesting security support.
- Carrying out acts or behaviors that violate the regulations or standards of the Institute.

CONSEQUENCES FOR NON-COMPLIANCE WITH THE REGULATION

The members of the community, according to their role, will have as a consequence that the security teams, LIFE (for a Disciplinary Committee), Talent and Experience, Operational Services, TecServices or any other that is necessary, take the measures they deem necessary. of the reported behaviors.

Immediately, the security team, due to its functions, will be able to:

- a) Generate a verbal or written reprimand.
- b) Corrective measure, it could be the suspension of the use of parking.



c) In case of serious or repeated behaviors, they will be reviewed by the aforementioned facilities.

DATE OF PROMULGATION OF THE GUIDELINES FOR PUEBLA CAMPUS 2016 Modifications:
2020, 2022

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