

## **PARKING AND TRAFFIC REGULATIONS**

### **MOTOR VEHICLE POLICY**

These regulations are based on the principle that operating a motor vehicle on the Louisiana College campus is a **PRIVILEGE** granted by the College. It is not an inherent right of any faculty or staff member, student or visitor. The College has adopted the following regulations to insure safe, courteous and orderly vehicle operation and parking. It is the responsibility of the driver to know and follow these regulations or they will be cited for any violations. Vehicle registration is required for any vehicle operated by a member of the College community on the College campus. In accordance with Louisiana state law, any vehicle operated on the campus must contain proof of liability insurance. Louisiana College assumes no responsibility, nor creates any liability, for the care and/or protection of any vehicle, or its contents, while it is on campus.

### **GENERAL PROVISIONS**

1. Traffic tickets, permits, Citation Appeal Forms and automobile registration applications are official documents of the College.
2. Falsification of or allowing falsification of official documents subject the person to College disciplinary action.
3. Further violations for a registered or an unregistered vehicle beyond the above may be referred to the Office of the Dean of Students.
4. Vehicles are required to yield to pedestrians who are within a crosswalk or so close to the crosswalk that a hazard is present.
5. The operation of a vehicle on campus is a privilege granted by Louisiana College. Serious and/or excessive traffic/parking violations will result in the loss of this privilege.
6. Louisiana College assumes no responsibility for the care and/or protection of any vehicle or its contents.
7. Any vehicle parked or positioned as to cause a hazardous situation for pedestrian or vehicular or emergency vehicle movement may be towed by order of the Chief of Police.
  - Any cost related to such tow shall be the responsibility of the registered owner of said vehicle.

### **IMPORTANT INFORMATION**

1. Students who owe traffic fines will not receive a transcript to validate completed academic work, nor will they be permitted to re-enroll, until fines are cleared.

2. The registrant is responsible for all tickets issued to his/her vehicle, including violations incurred by family members and other drivers.
3. The operator of an unregistered vehicle is responsible for all tickets issued to that vehicle.
4. Tickets must be appealed or paid within ten business days of issuance of the ticket.
  - An appeals form may be picked up in the Security Office or can be printed from the LC Security webpage.
  - An individual may appeal directly to the Dean of Students by completing and submitting the appeals form.
5. A vehicle permit may be suspended on any vehicle receiving 3 parking violations in one academic semester.
6. Vehicles found parked on campus in violation of the rules of suspension may be towed without notice at the owner's expense.
7. Unregistered vehicles are subject to the same violation penalties stated for registered vehicles.
8. Continued violations for a registered or an unregistered vehicle may necessitate the appearance of the individual before the Dean of Students for appropriate action.
9. Illegally or improperly parked vehicles are subject to one ticket per day per location. Several violations may be listed on one citation.
10. An immobilization boot may be applied to unregistered vehicles that have received a second parking and/or traffic citation for this offense within one semester.
  - Tampering with or damaging the immobilization boot will result in an additional fine and could result in criminal charges.
11. A person receiving a third parking and/or traffic citation within one semester will have an immobilization boot placed on their vehicle and will be subject to losing parking and/or driving privileges on campus.
12. A \$50.00 immobilization boot removal fee shall be added to the original citation and subsequent fine.
13. Individuals are strictly prohibited from removing the immobilizer. Tampering with or damaging the immobilization boot will result in an additional fine and could result in criminal charges.
14. The use of vehicle flashing hazard lights is not justification for illegal parking.

15. The fact that other vehicles are parked illegally is not an acceptable excuse for illegal parking.
16. Vehicles that are a hazard to campus safety, are inoperable or destroy/deface College property, or bring discredit to the College, will be towed without notification at the owner's expense.
17. If your vehicle is parked in violation and inoperable, contact the Louisiana College Department of Safety and Security immediately.
18. Students adjudicated as guilty of traffic offenses which occurred on campus and which involved alcohol or other intoxicants will be referred to the Office of the Dean of Students for appropriate action.
19. If you believe you were ticketed in error, do not move your vehicle, and contact the Louisiana College Department of Safety and Security at (318) 308-6505.

#### **PERMITS (Hang Tags) REQUIRED FOR PARKING**

1. A parking permit is required 24 hours a day to park on any part of the College.
  - All Faculty/Staff, including part-time employees, must have a parking permit.
  - All Louisiana College students, including but not limited to full-time students, graduate students, part-time students, evening students, dual enrollment students, etc., must have a parking permit.
2. Only vehicles conspicuously displaying a current College permit may park on College property including Residence Halls and parking lots.
3. All vehicles must be registered by the beginning of the third day of classes.
4. Special parking areas are provided for the disabled, visitors, faculty and staff.
5. After the three-day period, permits will still be issued, but the student will be fined \$30.00 for late registration.
6. A current parking permit must be properly displayed.
  - Properly displayed is as follows:
    - Must be placed on the rear view mirror facing towards the front of the vehicle.
    - The permit shall not be blocked from view by any other item.
8. Only one current year permit will be displayed on the vehicle. All permits are good for one year, expiring on the 31<sup>st</sup> of July each year.

9. It is against College policy to display permits upon any vehicle other than the one indicated on the official registration, or to use a permit other than for the legitimate object and purpose for which such permit was issued.
  - New license numbers must be furnished to the Security Office immediately after bringing a new vehicle on campus.
10. If a permit is lost, a replacement permit must be obtained from the Louisiana College Department of Safety and Security. A fee \$10.00 will be placed on the students account.
11. Motorcycles must also be registered. Display of the motorcycle permit will be explained to the recipient upon registration.

### **REQUIREMENTS FOR VEHICLE REGISTRATION**

A vehicle is interpreted to mean any mode of transportation.

1. Present a valid driver's license and a Louisiana College identification card.
2. Present valid registration certificate for the vehicle, or a temporary license plate with vehicle identification number, or a valid bill of sale with vehicle identification number.
3. Present vehicle license number.
4. Present proof of vehicle insurance.
5. For a temporary permit (good for 14 days), only a valid driver's license and a license plate number or vehicle identification number are required.
6. BICYCLES – The serial number is the only registration requirement.

### **WHERE TO OBTAIN A PERMIT**

1. Louisiana College Department of Safety and Security Office Monday thru Thursday 8:30 a.m. – 4:30 p.m. Friday 8:30 a.m. – 12: p.m.
2. The Security office is located behind the cafeteria.

### **DESIGNATION OF PARKING ZONES**

- Cottingham Lot - Pink
- Tudor Lot - Red
- English Village Lot - Blue
- LC Married Student Lot - Brown

- Commuter Lot - Green
  - Church Hall Lot - Yellow
  - College Drive Apartments Lot - Purple
  - Ware Street Apartments - Orange
1. Resident Hall parking zones are to be used by residence hall students and their guests.
  2. Students are restricted from parking in another zone and must park in the zone designated by the registered permit.
  3. Commuters are allowed to park in any legal area NOT RESERVED or denoted by yellow paint. Commuters have several parking areas designated for their use. Two commuter parking lots are located on the boulevard across from the Fine Arts Building. In addition, there is a parking lot located behind the Martin Performing Arts Center.

### **PARKING PERMITS FOR PEOPLE WITH DISABILITIES**

1. Spaces marked **HANDICAPPED**:
  - Parking is restricted to vehicles displaying a state issued placard or license plate. The person for which the state issued placard or license plate is issued must have been transported in the vehicle prior to parking in a handicapped spot.
  - Temporarily disabled students or faculty and staff may apply for temporarily disabled permits.
    - In order to obtain this permit the registrant must provide a doctor's excuse.
    - The permit expiration date varies depending on the duration of the disability.
    - These special permits may only be utilized by the person to whom the permit is issued.
  - Unauthorized use will result in a handicap parking fine and/or referral to the Dean of Students.

### **TEMPORARY PARKING PERMITS**

1. Temporary parking permits are issued for campus guests.
2. Any department requiring parking privileges for groups of visitors should contact the Louisiana College Department of Safety and Security five business days prior to the date of the special event.
3. Visitors who receive a parking citation may contact the Louisiana College Department of Safety and Security for appeal consideration.

## **PARKING ASSIGNMENTS**

The direction is with the flow of traffic or as marked in parking area. Parking is not permitted in the following restricted, color-coded areas:

- Yellow/Zebra stripes
  - Red Fire Zones
  - White/Yellow Reserved Parking
  - Blue Handicapped
  - Yellow Solid Curbs
1. Residence Hall parking areas are to be used by residence hall students and their guests only.
  2. Emergency lanes marked in red are provided in parking areas solely for use by emergency vehicles.
  3. Unauthorized vehicles will be ticketed and may be towed away at the owner's expense.

## **PERMIT RESTRICTIONS**

1. Spaces marked **VISITOR**:
  - Parking is restricted to individuals who **are not** currently affiliated as an employee or student of Louisiana College. In addition, visitor spaces are not to be used by anyone registered on campus.
2. Students must park in the ZONE designated by the vehicle parking permit.
3. The CIRCLE, and only the circle, is available for parking between the hours of 6:00 p.m. and 6:00 a.m., Monday through Sunday to all students.
  - Anyone parking before or after the designated time will be issued a citation.
4. Vehicles must be parked correctly in parking spots.

## **BICYCLES, MOPEDS (MOTOR-ASSISTED BICYCLES), SKATES, AND SKATEBOARDS**

1. Bicycles and mopeds must be operated in accordance with applicable state law. Bicycles, skates, skateboards, and rollerblades are prohibited in all buildings, foyers, pedestrian ramps, and adjacent walkways.
2. Individuals skating or rollerblading on the College campus are required to wear a protective helmet, elbow pads, gloves, and kneepads.

## **SPEED LIMIT**

1. Unless otherwise posted, the speed limit on roads and streets of the College are 15 mph and the speed limit on all parking lots is 10 mph.

## **PEDESTRIAN RIGHTS AND DUTIES**

1. Pedestrians have the right-of-way at marked crosswalks and at intersections.
2. Pedestrians crossing a street at any point other than within a marked crosswalk or within an unmarked crosswalk at an intersection shall yield the right-of-way to all vehicles on said street.
3. Pedestrians must not leave the curb or their place of safety and walk or run into the path of a vehicle, which is so close that it is impossible for the driver to yield.

## **VIOLATIONS, FINES, AND DISCIPLINARY ACTION**

1. The Louisiana College Department of Safety and Security is responsible for the enforcement of traffic and parking violations on the campus.
2. The individual in whose name the vehicle is registered is responsible for all parking violations.
3. The fact that a citation is not issued when a vehicle is illegally parked does not mean or imply that the regulations are no longer in effect.
4. The inability to find a legal parking space in convenient or specific locations is not justification for violations of the parking regulations.

## **REGULATIONS FOR VEHICLE PARKING**

1. Vehicles with Faculty/Staff permits shall park where the curb is numbered and painted yellow and white.
2. RED – curbs, rails, and/or markings denote NO PARKING areas at all times. If any part of a vehicle is parked illegally and/or in a Red Zone, the vehicle is in violation. Unauthorized vehicles may be towed from Red and/or “NO PARKING” Zones or areas at the owner’s expense. Red areas are enforced at all times, including breaks, weekends and holidays.
3. BLUE – curbs and/or markings denote handicap permit parking only. Unauthorized vehicles may be towed from handicap parking spaces/handicap ramps at the owner’s expense. Blue areas are enforced at all times, including breaks, weekends and holidays.

4. RESERVED – no parking anytime except for authorized vehicles.
5. YELLOW –Yellow curbs denote no parking.
6. No parking is allowed on lawns, sidewalks, crosswalks, where areas are marked “No Parking,” or in areas designated as “Loading Zone” and “Service Entrance.”
7. Parked vehicles cannot obstruct walks, driveways, or intersections.
8. “Park at Your Own Risk” signs do not authorize persons to park illegally.
9. Vehicles cannot be repaired or abandoned on campus.
  - Abandoned vehicles are towed and impounded at the owner’s expense.
10. Where diagonal or perpendicular parking is indicated, vehicles must be parked between the parking lines and at the angle indicated by the lines.
11. Backing into parking areas that are next to curbs, buildings, and non-paved areas is prohibited if the backed-in vehicle obstructs a sidewalk or other pedestrian or wheelchair pathway.
12. Where parallel parking is indicated, vehicles must be parked evenly between the parking lines and not more than one foot from the curb.
13. Double parking is not allowed.
14. Any vehicle, including a bicycle, parked illegally, blocking a driveway or loading dock, double parked, creating a hazard, abandoned, parked in a handicap zone or wheelchair ramp, or a vehicle suspended from parking on campus, may be towed at the owner’s expense.
15. The Louisiana College Department of Safety and Security may alter parking limitations which are ordinarily imposed when conditions warrant, such as special events or during inclement weather.
16. Motorcycles shall be parked ONLY in areas designated for this purpose within their assigned zones.
17. Faculty, staff, and students may not park in a RED zone to load and unload.
18. Parking locations marked VISITOR are specifically designated for visitors to the College. The use of these parking locations by a registered student or College employee is prohibited.



19. All parking lots – including but not limited to Baseball and Softball Lots – individuals park at their own risk. Louisiana College assumes no liability for damage to a vehicle or its contents, included but not limited to damage resulting from operating a vehicle, acts of nature, vandalism, theft or flying objects such as rocks, baseballs or softballs.

20. Students living on Campus during the summer will be bound by all vehicle regulations regardless of if they are enrolled for classes or not.

## **PENALTIES FOR LOUISIANA COLLEGE MOVING AND PARKING VIOLATIONS**

Penalties apply even though a ticket was not found on the automobile or other mode of transportation.

**Parking Violations include but are not limited to:**

### **\$100.00 Fine – Parking Violations**

- Parked in Handicapped Parking
- Parked in Fire Lane

### **\$30.00 Fine – Parking Violations**

- Blocking Trash Dumpster
- Blocking or Obstructing Traffic
- Double Parking on Street or Parking Lot
- Littering
- Failure to Register Vehicle
- Improperly Displayed Permit
- No or Expired Parking Permit
- Parked in a No Parking Zone
- Parked In Reserved Space
- Parked in Unauthorized Parking Lot
- Parked in Visitor Space
- Parked on Grass/Sidewalk
- Loud Music
- Parked in Pedestrian Cross Walk

**Moving Violations include but are not limited to:**

### **\$50.00 Fine – Moving Violations**

- Reckless Operation of a Vehicle

- Failure to Obey Officer
- Failure to Wear Seatbelt
- Failure to Stop For Pedestrian in Crosswalk
- Failure to Stop at Stop Sign
- Failure to Yield
- Illegal Turn
- Wrong Way on One-Way Street
- Driving On Grass or Sidewalk

## **VISITOR PARKING**

1. Visitors are always welcome at Louisiana College and may use any available parking area zone except where the curb is painted red or reserved. Blue handicap spaces are reserved for drivers with a handicap permit or tag designation.
2. Visitors who commit infractions of the parking regulations may be issued tickets and asked to comply with the instructions found on the bottom of the ticket. Louisiana College will not knowingly accept a fine from a visitor.
3. Faculty, staff, employees, and students who operate, use or are transported in vehicles on the campus, regardless of ownership, will not be classified as visitors.

## **REGULATIONS FOR MOVING VEHICLES**

1. The campus speed limit is 15 miles per hour unless otherwise posted.
2. All signs and traffic controls must be observed.
3. Excessive noise by driver or occupants of a motor vehicle, excessive noise of vehicle, reckless operation of the vehicle, driving while intoxicated or under the influence of intoxicants, spinning tires on pavement or gravel, drag racing, operating vehicle with faulty lights or mufflers other than stock mufflers are all violations.
4. No person shall ride on running boards, fenders, or rear rack of motor vehicles.
5. Vehicles are not to be operated on sidewalks or lawns.
6. The operation of unlicensed vehicles on College property, or any device used for transportation, sport, or entertainment (excluding bicycles) is prohibited.
7. All vehicle accidents are to be reported to the Louisiana College Department of Safety and Security. Accident vehicles are not to be moved until a security officer arrives unless they present a traffic hazard.

8. Bicycles are subject to the same traffic regulations as motor vehicles.

### **PAYMENT OF FINES**

1. Fines will be posted to the students account at the Business Office and may be paid through regular payment procedures.
2. All fines must be paid within 10 business days from the receipt of the citation.
3. Students who do not pay fines will not be permitted to pre-register or register for the succeeding semester; transcripts and grades will be withheld until all fines are paid.

### **TRAFFIC AND PARKING APPEAL PROCESS**

Most campus citations issued by Department of Public Safety personnel may be appealed.

1. **Appeals for citations written for parking in a Handicap Space without a state issued handicap placard or license plate will not be accepted.**
2. **Appeals for Citations written for parking in a Fire Zone for any reason will not be accepted.**
3. Any person who has received traffic or parking citation may file a **written appeal** no later than **ten (10) calendar days** after the citation was issued. The appeal form can be found on the LC Security website.
  - If an appeal is not filed within this time, the citation is deemed final.
  - Appeals will be based solely on the written statement.
4. Appeal(s) will be delivered to the Dean of Students, or his/her designee, for review. The Dean of Students, or his/her designee, may order payment of fine(s) in whole, in part, or cancellation of such charge(s).
5. Appeals processed by the Dean of Students, or his/her designee, will be based solely on the written appeal and the appellant shall be notified of the Dean of Students', or his/her designee, decision.
6. If an appeal is denied, the fine becomes due on the date the appellant is notified of the denial by the Dean of Students, or his/her designee. The decision of the Dean of Students, or his/her designee, is final.

### **TOWING OF VEHICLES**

1. Louisiana College is private property and reserves the right to have unauthorized vehicles, abandoned vehicles, or vehicles operated in violation of Louisiana College rules and regulations towed from the campus property at the owner's expense.
2. Situations which may warrant towing of vehicles include, but are not limited to, the following: vehicle causing a safety hazard, obstructing traffic, blocking a fire hydrant, parking in a fire lane, parking in handicapped spaces, parking on curbs, parking in loading zones or abandoned vehicles.
3. Vehicles in persistent violation of traffic regulations are subject to towing.