



2023/2024 CAMPUS PARKING REGULATIONS

PLAN STATEMENT

South Louisiana Community College (SLCC) Parking Regulations are published and enforced by the Office of Safety and Security located in the Devalcourt Building on the Lafayette Campus.

Motor vehicles operated by students, faculty, or staff members on the College's campuses and sites must be registered with the South Louisiana Community College's (SLCC) Office of Safety & Security. Vehicle registration does NOT guarantee a parking space, reserved or otherwise.

All vehicles are operated or parked on SLCC property at the owner or operator's own risk; the College is unable to assume responsibility for vehicles, their contents, or any damages sustained to a vehicle while on SLCC property. Parking lots are regularly patrolled on foot by Campus Security during normal hours of operation. Each person operating a vehicle on SLCC property must comply with the driving and parking regulations contained in this memorandum. It is the personal responsibility of every faculty member, staff and students to become familiar with and follow this plan.

PROCEDURES & SPECIFIC INFORMATION

1. Purpose

To describe the plan and procedures for enforcing parking and driving regulations on SLCC property and the procedures used to appeal parking/traffic citations. To facilitate orderly operation of motor vehicles on campus and provide pedestrians an environment with minimal risks to their safety.

2. Procedure

Vehicles are to yield to pedestrians at all intersections and all other designated crosswalks on streets and driveways on the campus. SLCC is not responsible for theft or vandalism in campus lots. Employees, students, and visitors are urged to lock their vehicles at all times while parked on campus and acknowledge they are parking at their own risk while on the campus.

3. Scope and Applicability

This plan and procedures memorandum applies to all students, faculty, staff, and visitors driving or parking motor vehicles, including motorcycles, motor scooters, or motor bikes on any property of SLCC.

4. Key Terms Defined

1. *Motor Vehicle (Vehicle)* - A self-propelled wheeled means of transportation designed to carry one or more persons.
2. *Abandoned/Disabled Vehicles*- Any motor vehicle in a condition that precludes its use on any public street or highway, left parked in the same location for more than 24 hours.
6. *Employee*- faculty, staff, and all persons employed by the College including those employees who are temporary, part-time, or regular temporary employees.
8. *No parking area*- Any area not specifically marked, striped, or designated for parking.
9. *Parked/Stopped*- Any stationary vehicle without a driver behind the wheel is considered a parked vehicle. Any vehicle with a driver behind the wheel and the vehicle key in the ignition or with the engine running is considered a stopped vehicle.
10. *Parking Area*- Any place or area set aside, marked, posted, or intended for parking.
11. *No Stopping Area*- Any place or area designated by markings or signage not used for parking or stopping a vehicle.
13. *Registration*- The recording of a motor vehicle with the SLCC Office of Safety and Security that authorizes a motor vehicle for parking on the campus.
14. *Repeat Parking Violator*- Any employee, student, visitor, or special guest with five (5) or more parking violations within an academic year.
15. *Student*- Any person registered or attending classes in a full-or part-time academic program who is not an employee.
16. *Towable offense*- A vehicle subject to towing, such as parking violation of a handicapped/disabled space, occupying a reserved parking space, blocking a legally parked vehicle, or moving a barricade to occupy a space reserved for a special guest. When a tow truck is not available, the vehicle will be issued a citation in lieu of the tow.
17. *Visitor Parking*- Persons who infrequently need to conduct business on the campus, or meet with a student, faculty, or staff member.

5. General Parking Provisions

- A. All vehicles that are parked on SLCC property must be registered with the SLCC Office of Safety & Security.
- B. Parking lots are identified by letters, "A", "B", "C", etc. Parking signs indicate who the lots are designated for such as (but not limited to) Students, Faculty/Staff, Visitors, Persons with Disabilities, Temporary, Motorcycle, Wounded Warrior/Purple Heart, etc. Parking is not allowed near or next to any fire hydrant. Parking is not allowed on grass or walkways. This includes motorcycles. Violators will be cited by the Office of Safety & Security. Local police departments (PD) are responsible for issuing law enforcement citations for vehicles parked in disabled parking spaces without a state placard, resulting in monetary fine. The Office of Safety & Security will report disabled parking offenders to local PD. Local PD will also enforce parking violations on the streets and roadways surrounding the campus.
- D. Students, faculty, and staff may park registered vehicles in the appropriately designated areas daily during normal business hours. Parking lots are closed after hours of operation on Mondays through Saturdays, and on Sundays, holidays, and when the College is closed. Exceptions require prior coordination with the Office of Safety & Security.

E. Persons with disabilities having disability-designated license plates or placards may park in any area reserved for persons with disabilities. Those persons with temporary disabilities may apply for temporary permits from the SLCC Office of Safety & Security, which authorizes them to park in more accessible parking areas. A licensed physician or practitioner's note documenting the temporary disability may be required.

F. Vehicles left abandoned on SLCC property over five (5) calendar days may be towed away at the owner's expense. Attempts to contact the registered owner of the vehicle prior to towing will be made. Exceptions require prior coordination with the Office of Safety & Security.

G. If an emergency exists, vehicles parked illegally and in the way may be towed away at the owner's expense. Attempts to contact the registered owner of the vehicle prior to towing will be made.

6. Temporary Permits

Temporary permits may be issued by the SLCC Office of Safety & Security for the following purposes:

(1) Faculty, staff, and students using other vehicles while their registered vehicles are being serviced or repaired (for a period of no longer than two weeks).

(2) Persons employed by the College on a short-term basis (less than the regular semester/session), such as temporary contract appointments or instructors conducting workshops or teaching short-term courses.

(3) Single semester, non-credit students who are taking non-credit courses and workshops that are one semester or less in duration.

(4) Persons with temporary disabilities (they must apply at the SLCC Office of Safety & Security for temporary permits for their registered vehicles, which authorizes them to park in areas designated for persons with disabilities). A licensed physician or practitioner's note documenting the temporary disability is required.

(5) One-day parking passes for visitors or vendors on an as-needed basis.

(6) Special Event parking requests. To reserve parking spaces the requester must make a request via the Facilities Maintenance Xpress (FMX) work order system via the Safety & Security tab. Requests are subject to approval. To ensure adequate parking availability the requester will need to consider several factors before scheduling Special Events. These factors can include but are not limited to, the time of day, day of week and time of semester/year. Prior communication with the Office of Safety and Security is crucial.

7. Procedures for Registering Vehicles

A. At the time of acquiring a student, faculty, or staff ID, vehicle information will be required including year, make, model and license plate number. This information will be held in a database for reference in dealing with violations and incidents. Students and employees will be responsible for updating this information with the Office of Safety & Security if it changes (new or additional vehicle).

8. Parking and Driving Regulations

The following acts shall constitute violation of SLCC's driving and parking regulations:

- A. Speeding: The operation of a vehicle at a speed greater than is reasonable and prudent under existing conditions. The speed limit on all parking lots and roads on campus is 10 miles per hour or less.
- B. Double parking, or otherwise parking, standing, or stopping so as to impede the flow of traffic.
- C. Improper parking so that any portion of a vehicle is outside the marked limits of a parking space.
- D. Parking in an unauthorized area, such as faculty or staff parking in student areas and vice versa, or in those areas posted as visitor parking, no parking, designated parking for persons with disabilities, or loading zones.
- E. Parking trailers, boats or unauthorized vehicles on campus.
- F. Parking or driving in areas other than those designated for vehicular traffic (all vehicles, including motorcycles, motor scooters, and motor bikes except bicycles and wheelchairs must keep off the grass except in authorized areas).
- G. Violations of any state law regulating vehicular traffic.

9. Penalties for Parking and Driving Violations

A. General Parking/Driving Penalty Information

Violators of the College's parking and driving regulations will be issued parking/traffic warnings and/or citations and will be assessed sanctions available. Employee violator citations will be shared with the violator's immediate supervisors and appropriate sanctions will be issued as a part of the employee's performance appraisal. Student citations will be shared with the office of student conduct for appropriate sanctions. Challenges or appeals can be registered at the time of those processes.

Violators of state or city ordinances will be subject to the sanctions and penalties imposed by those laws.

B. Accidents

Motor vehicle accidents on campus that involve the following will be handled in accordance with applicable local and state statutes:

- (1) persons driving under the influence of intoxicants or chemical substances;
- (2) injury to person(s);
- (3) property damage to vehicles;

(4) collision with fixed objects, such as telephone poles, buildings, mail boxes, etc.;

(5) collision with government vehicles (federal, state, or municipal) or public conveyances (RTA buses, sightseeing buses, taxis, school buses, etc.); and/or

(6) hit and run vehicles.

10. Procedures for Issuing Parking/Traffic Citations

The SLCC Office of Safety & Security will:

(1) issue parking/traffic warnings/citations to persons in violation of College regulations;

(2) locate the operator of any vehicle parked in such a manner as to be a hazard or impede traffic flow and have him/her move the vehicle immediately;

(3) retain records of parking/traffic citations in accordance with the current Campus Security Record Retention Schedule.

13. Cancellation

This plan and procedures memorandum cancels any previous SLCC Parking Policies and Procedures.

Review Process: Yearly or as needed by The Office of Safety & Security.

Distribution: Distributed electronically via email and the SLCC Website. A copy is available upon request from the Office of Safety and Security.



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