

**TRAFFIC & PARKING RULES,
REGULATIONS & POLICIES
REVISED: June 2013**

University Police

Phone: (318) 473-6427

Auxiliary Services

Student Center, Room #201
Phone: (318) 473-6579

The operation of a motor vehicle on campus is a privilege granted by Louisiana State University at Alexandria. The University recognizes the motor vehicle as a necessity for transportation to and from campus, and makes every effort to provide adequate parking. The University reserves the right to change any or all parts of these regulations as necessary. Each person operating a vehicle on campus is responsible for knowing and obeying the traffic regulations of the University as outlined in this publication. ALL accidents or thefts should immediately be reported by calling **(318) 473-6579**.

I. Registering Your Vehicle

There will be an academic year fee of \$56.00 per vehicle registered during the Fall and Spring Semester. Students enrolling in Summer only will be charged \$28.00 per vehicle registered. This fee is due at the time the vehicle is registered.

We must confirm your status as a student, faculty, or staff member before issuing a parking decal. You will need to complete a registration form. Please be sure you bring your auto information, including:

- Make / Model of your vehicle
- Year model of your vehicle
- Color of Vehicle
- **License plate number**

II. General Provisions

- Traffic tickets, decals, and auto registration applications are official University documents. Falsifying traffic tickets and/or applications or abuse of driving privileges may subject the violator to disciplinary action, which can affect academic records.
- Disabled vehicles that block traffic or present a danger must be reported immediately to the University Police.
- Pedestrians always have the right of way on the LSUA campus. Vehicles **must** stop for students, faculty and staff crossing the street.
- All vehicles brought on campus must have a valid license plate and a valid inspection sticker.
- LSUA assumes no responsibility for the care and/or protection of any vehicle or its contents while parked or operated on campus. All vehicles should be locked while in the parking lot.
- Littering is strictly prohibited and violators will be ticketed.

III. Parking Decals

- All students, faculty, staff who park a vehicle on campus must obtain an LSUA parking decal to be displayed on the **LEFT REAR BUMPER OR LEFT BACK GLASS ON THE OUTSIDE**. Decals should not be taped to the inside of the window. Students issued a decal are responsible for any violation involving the vehicle for which the decal is issued.
- ALL VEHICLES parked on campus must have a parking permit. A temporary parking permit can be obtained thru Auxiliary Services (Student Center, Room #201) for students, faculty/staff who are driving a different vehicle temporarily. Temporary permits are good for only **(1) week** (An exception may be made in extreme circumstances). Auxiliary Services will not extend temporary permits for more than two weeks. At this point, the driver must register the vehicle for parking per the LSUA Alexandria Traffic & Parking Rules, Regulations, & Policies.
- **VISITOR PERMITS** can be obtained through Auxiliary Services (Student Center, Room #201).

IV. Handicapped Parking

Individuals who have a current, Louisiana issued, handicap parking permit and hangtag with matching permit number are allowed to use any handicap parking spot on campus.

Your vehicle must display either a Handicapped license plate issued by a State Office of Motor Vehicles, or a handicapped placard displayed from mirror or dashboard. Students, Faculty, and Staff who may experience a temporary handicap or disability should contact the Parking Administration Office (Student Center Room 201 / 473-6579) for an application to receive a Temporary Handicap Placard. You will be required to supply a certification by your medical professional, attesting to your disability, and the predicted duration of disability. Applications for this temporary permit will be reviewed by the Handicapped Parking Committee on a case-by-case basis. Authorizations will not be open-ended, but based upon your physicians' statement on duration.

V. Rules for Parking

- Vehicles must be parked within the lines of a designated parking space. Students, faculty, and staff will be ticketed if they park in designated visitor spaces. The University has the right to designate parking areas, for specific purposes. Student permits are honored only in areas designated for student parking.
- Motorcycles, buses or large vehicles must be parked in designated areas.
- **Parking on streets and/or grass is strictly prohibited.**
- Vehicles must be parked perpendicular to the traffic flow and may not be pulled through or backed into parking spaces.
- If a visitor receives a ticket for a parking violation, the

visitor must comply with the instructions on the ticket, which includes submitting the ticket to Auxiliary Services (Student Center, Room #201) on the same date as issued. Otherwise, the ticket will be assigned to the family member who is enrolled or working at LSUA.

VI. Rules for Moving Vehicles

- Everyone operating a vehicle on campus must be properly licensed.
- Any operation of a motor vehicle that creates a disturbance on campus may be considered a traffic violation. This would include such things as excessive use of horns, illegal exhaust systems, squealing of tires, loud and/or offensive music, or placing pedestrians or drivers in a hazardous situation. **Remember: Pedestrians always have the right of way on campus.**
- Unless otherwise posted, the campus maximum speed limit is 15 mph with the exception of 5 mph in parking lots and service drives.
- All fines must be paid before re-enrollment, the release of a student's transcript or before the awarding of a diploma.
- The person in whose name a parking decal is issued is responsible for any violation involving the vehicle. These regulations shall apply to the spouse, friends, and relatives of the person who applied for the decal.

VII. Appeals

University traffic tickets may be appealed in writing. The appeal must be submitted to Auxiliary Services (Student Center, Room #201). **Appeals must be made within seven calendar days from the date the ticket was issued. Auxiliary Services shall notify the individual initiating the appeal in writing within fourteen calendar days of its determination.**

VIII. Enforcement of Regulations

University Police officers are commissioned by the Louisiana Department of Public Safety and possess all authority provided by law as required for the safety and protection of the University community. The police officers have full arrest authority and may pursue violators off campus for any LSUA violations.

IX. Vehicle Boot/Immobilization Policy

The LSU Alexandria University Police Department utilizes the process of immobilizing (booting) vehicles that are in violation of the Parking Rules and Regulations for on campus parking which includes The Oaks Residence Halls.

Immobilization infractions may include:

- Three (3) unpaid parking tickets (even if the car is currently parked legally).
- A motor vehicle that is parked in any designated handicapped parking space without a visible official state

handicapped license plate, placard, or permit, and without a university parking permit.

- A motor vehicle that blocks, hinders, or obstructs a legally parked vehicle, crosswalk, sidewalk, handicapped access area, service drive, or loading zone.
- A motor vehicle that does not display a current permit, parked in an incorrect designated lot, does not display any license plate, or does not have a Vehicle Identification Number (VIN) that can be read.
- Frequent Violator status which is nine (9) or more tickets acquired during the academic year, (paid or unpaid).
- Displays a lost, stolen, altered, counterfeit, or expired LSUA parking permit.
- Unidentified vehicles/visitors in The Oaks Residence Halls parking lots.
- Vehicles may be immobilized if driver does not have a valid driver's license, insurance, or possesses illegal substances.

In all cases when an auto-boot immobilizer is utilized to disable a vehicle, the officer placing the boot on the vehicle will immediately place a completed "Warning: Immobilization Notice" on the windshield (driver's side) of the vehicle and/or on the driver's side door.

Once a vehicle is booted, a campus ticket is issued for the appropriate violation and the additional \$50 immobilizer fee. Drivers must go to LSUA Accounting Services to pay the citations and to make arrangements for boot removal. In order to remove the wheel immobilizer, the driver must pay a \$50.00 immobilizer fee, and all outstanding parking citations. **The wheel immobilizer will not be removed until all outstanding citations are paid.**

Do not attempt to move a vehicle that has been booted. Moving the vehicle backwards or forwards may cause damage to the vehicle. Any damage caused by such an attempt will be the sole responsibility of the driver. Any person(s) who tampers with or damages a boot will be held responsible for any and all damages to State property. In addition, a \$100 tampering fee will be added to the ticket (s) and booting fee.

Vehicles booted and not claimed may be towed and impounded at additional expense to the owner/operator.

X. Parking Lots

LSUA makes every effort to provide adequate parking spaces for all students, faculty, staff and visitors. Eight (8) campus lots are designated for student parking. The most remote parking spot on the campus is less than a 10-minute walk to any classroom facility.

- **Lot 1 (Science Lot)** is located at the corner of Grady Britt Drive and Garry Tisdale Drive.
- **Lot 3 (West Lot)** is located at the entrance to campus on the corner of Middleton Drive and Garry Tisdale Drive.
- **Lot 5 (Conference Center Lot)** is located on Thelma Ethridge Drive behind the Conference Center.
- **Lot 6 (South Lot)** is located on Thelma Ethridge Drive between the Catholic Student Center and the Baptist Collegiate Ministry.
- **Lot 7 (Student Center Lot)** is located at the corner of Middleton Drive and Acorn Drive and extends from the Student Center to the LSUA Children's Center.
- **Lot 9 (MPAC Lot)** is located on Grady Britt Drive in front of the MPAC.
- **Lot 11 (Fitness Center Lot)** is located at the corner of Grady Britt Drive and Jerry Myrick Drive in front of the Fitness Center.
- **Lot 22 (Ball field Lot)** is located between the Fitness Center and the Generals ball fields.

TICKETS WILL BE GIVEN FOR PARKING IN UNMARKED LOTS.

XI. Parking and Moving Violation Fines

- \$20 Unregistered vehicle
- \$10 Decal not issued to this license number
- \$10 Parking in Visitor Zone / Reserve lot / Grass / Faulty
- \$100 parking in handicapped space
- \$10 Occupying two spaces
- \$10 Backing / Pulling thru a space
- \$25 Failure to obey an LSUA police officer
- \$50 Immobilization (BOOT) charge
- \$30 Moving Violation:
 - Speeding
 - Dangerous Operation
 - Failure to Obey Signs
- \$25 Failure to yield to pedestrian
- \$10 Expired
 - License Plate
 - Safety Sticker
- \$10 Other

Note: Parking fine revenues are designated for the Chancellor's Scholarships and are not used for Auxiliary or University Police operations.