



POLICY STATEMENT

NO. 3 07.02

COORDINATED BY Office of Business Affairs

EFFECTIVE June 1, 1983

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SUBJECT    TRAFFIC REGULATIONS AND PARKING AND TRAFFIC SAFETY ADVISORY COMMITTEE

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I.    PURPOSE

The establishment of traffic regulations and a Parking and Traffic Safety Advisory Committee.

II.   DEFINITION

The operation of a motor vehicle on the campus is a privilege granted by Louisiana State University in Shreveport. The University recognizes the motor vehicle as a necessity for transportation to and from the campus and makes every effort to provide adequate parking space for students, faculty, staff and visitors. The University reserves the right to change any or all parts of these regulations as necessary. Any changes will be published in the campus newspaper.

III.   POLICY

Traffic regulations are enforced by the Campus Police Department under the direction of the Vice Chancellor for Administration.

All vehicles driven on the Louisiana State University in Shreveport campus must comply with all State of Louisiana Motor Vehicle Laws and Louisiana State University in Shreveport Rules and Regulations.

The University assumes no responsibility for the care and or protection of any vehicle or its contents at any time it is parked or operated on the campus. Vehicles should be locked while unattended.

Rules and regulations for parking and traffic safety on the campus are developed by the Parking and Traffic Safety Advisory Committee, comprised of faculty, staff, and students and chaired by the Director of the University Police. Committee recommendations are reviewed by the Vice Chancellor for Administration for presentation to the Chancellor.

#### A. Vehicle Registration

All vehicles must display a current registration decal or permit.

Everyone registering a vehicle on campus must present a valid State Registration Certificate, or other document establishing proof of ownership. A person may register a vehicle owned, operated, and/or maintained by another person only if the owner, operator, or maintainer is not a student of Louisiana State University in Shreveport. A signed statement by the vehicle owner giving the student permission to use the owner's vehicle may be required.

Possession of a parking decal does not guarantee a parking space.

Parking decals are not transferable. Decals should be removed from vehicles when validity expires or immediately upon change of ownership or disassociation from Louisiana State University in Shreveport. Failure to do so may cause citations to be charged against the person to whom the decal was issued. Validation of parking permits is required each fall semester.

One or more of the following items of information is needed when registering a vehicle:

1. Proof of ownership
2. Current pay-out receipt
3. Current Louisiana State University in Shreveport identification card.

Students with severe and/or permanent handicaps should contact the University Police Department prior to applying for a parking permit.

#### B. Permit or Decal Display

The official Louisiana State University in Shreveport parking decal must be displayed as instructed. Motorcycles should affix the decal to the front right fork. Validation decals will be affixed above permanent decal.

Decals are to be permanently applied using the manufacturer's adhesive. Decals are not to be applied to the vehicle by such means as use of scotch tape or by partial application. Decal must correspond with the license plate for which the decal was issued.

Destroyed or damaged decals should be reported to the University Police. A damaged decal shall be presented to the University Police; a duplicate will be issued if it is to be placed on the same vehicle as the old decal.

If a vehicle is to be operated on campus on a temporary basis, a temporary decal for a maximum of two weeks must be obtained at the University Police office.

C. Parking Zones

Louisiana State University in Shreveport has reserved parking areas for students, faculty, staff, University Police, vendors' service vehicles, visitors, and the handicapped.

D. Vehicle Parking Regulations

1. All vehicles must be parked within the confines of designated parking spaces.
2. Vehicles shall not be parked or placed facing the flow of oncoming traffic.
3. Parking is prohibited at any area where traffic cones or barricades have been placed.
4. Backing into a parking space is prohibited.
5. Double parking is prohibited.
6. Parking is prohibited in any area not specifically designated for parking purposes. Any yellow marked space is a prohibited parking space. Emergency flashers should be on to designate loading and unloading of vehicles. Parking spaces for the handicapped and faculty and staff are marked in blue and/or designated with signs. Fire zones are marked in red.
7. Overnight parking on campus is restricted to students, faculty and staff and their official guests or guests of the University.
8. Handicapped parking is designated in certain areas. Only vehicles with handicap license plates or decals are authorized to park in handicap areas.

D. Moving Vehicle Regulations

1. The maximum speed limit on campus streets is 25 mph unless otherwise posted. The parking lot speed limit is 5 mph. Vehicles may not be operated at any speed which is excessive for the condition which may exist as a result of weather, traffic congestion, pedestrians, etc.

2. Traffic control signs, devices, crosswalks, and directions of University Police officers must be obeyed.
3. Operating a motor vehicle in an area other than a street, roadway or parking lot intended for motor vehicle use is prohibited.
4. All accidents must be reported immediately to the University Police.
5. U-turns are prohibited on all streets.
6. Radar and factory calibrated speedometers are used on campus as a means of enforcement of existing speed limits and as a deterrent to would-be speeders.
7. Vehicles shall not be used to tow a rider on roller skates, sled, bicycle, wagon, or other contrivance.

F. Bicycle Regulations

1. Bicycles must obey all motor vehicle laws in regard to signs, signals, and speed limits.
2. Bicycles at night must display lights in accordance with Louisiana State Law.
3. Bicycles shall not be ridden on sidewalks.
4. Bicycles shall yield right-of-way to pedestrians.
5. Bicycles shall be driven on roadways only and on the right side of the traffic flow.
6. Bicycles in a group shall be driven single file.
7. Bicycles should be parked in racks provided or out of the way of vehicles and pedestrians.

G. Fines and Fees (Effective 1989 Fall Semester)

1. All fines and fees must be paid within five calendar days to avoid a \$5 late payment penalty. Weekends and holidays are the only exceptions.
2. City citations are paid or appealed through the Shreveport City Court. University citations are paid in the Business Affairs Office between 8:00 a.m. and 4:30 p.m. Monday through Friday.



3. A \$5.00 fee is charged for the following violations:
  - a. Falsifying vehicle registration and/or altering citations or decals/permits.
  - b. Failure to register a vehicle.
  - c. Parked in a reserved area.
  - d. Parked in a loading zone or blocking dumpster.
  - e. No display of decal/permit.
  - f. Making U-turn.
  - g. Parked facing flow of traffic.
  - h. Parked in a no-parking zone.
  - i. Vehicle not parked within confines of a designated parking space.
  - j. Improper display of decal/permit.
  - k. Backed into parking space.
  - l. Speeding.
4. The fine for parking in a handicap zone is \$20.
5. For the fifth unpaid violation of these regulations during a semester, the loss of driving/parking privileges and/or disciplinary action will result. Upon receiving the fifth unpaid citation a letter will be sent to the violator giving the violator five school days to resolve the citations. If the citations are not paid after ten school days, another letter will be mailed to the violator giving the time and date all driving and parking privileges are suspended. After receiving the third ticket for parking in a handicap zone or for speeding, the violator will be referred to a disciplinary committee. To reinstate driving/parking privileges, the violator must contact the Director of University Police. The Director will schedule a hearing with the Parking and Traffic Safety Committee.
6. Failure to receive a traffic ticket that has been properly issued shall not relieve the individual of any fines or fees resulting from the issuance of the parking ticket.
7. The records of students who fail to resolve their parking violations will be held.
8. Faculty and staff who fail to resolve their citations will be referred to the Vice Chancellor of their area.

#### H. General Provisions

1. Neither inclement weather nor special events will alter provisions of these regulations.
2. The person in whose name the vehicle is registered is responsible for the vehicle and traffic tickets issued to it on campus.
3. Failure to register a motor vehicle, falsifying traffic tickets, removing traffic tickets from parked vehicles, or abuse of driving privileges may subject the violator to disciplinary action. Flagrant violations may cause the permanent loss of driving privileges on campus.
4. Parking of utility trailers or boats or any pulled conveyance on University property is prohibited.
5. Students with indebtedness to the University because of traffic violations will not be permitted to re-enroll or procure a transcript until such indebtedness is paid.
6. Disabled vehicles must be reported immediately to the University Police.
7. Major repairs and/or oil changes are not allowed on campus.
8. Students with severe and/or permanent handicap should contact the Director of the University Police to apply for a parking decal.
9. Pedestrians have the right-of-way over motor vehicles when crossing streets in areas marked as pedestrian crossings.
10. All persons riding in vehicles must be seated.

#### I. Enforcement of Regulations

University police officers are constituted peace officers under the laws of this State and possess all authority provided by law, to be exercised as required for the safety and protection of the University community.

#### IV Appeals

Citation appeals shall be adjudicated through the Parking and Traffic Safety Committee. All citations must be scheduled for appeals by the University Police Office within ten class days of citation issuance. It is the violator's duty to contact the University Police Office and fill out the proper forms in person. The Parking and Traffic Safety Committee of the University meets as needed.

#### V. Source

The Traffic Regulations, Parking and Traffic Safety Advisory Committee and the Traffic Appeals Complaint Form were approved by the Administrative Council in December, 1982.

AUTHORIZED

*Fabia Thomas*

Fabia Thomas, Vice Chancellor for Administration

11/13/90  
Date

8/28/90  
Date of Revision

APPROVED

*E. Grady Bogue*  
E. Grady Bogue, Chancellor

11/13/90  
Date

8/28/90  
Effective Date

Parking and Traffic Safety Advisory Committee

Rules and regulations for parking and traffic safety on the Louisiana State University in Shreveport campus are developed by the Parking and Traffic Safety Advisory Committee, comprised of faculty, staff, and students and chaired by the Director of the University Police. Committee recommendations are reviewed by the Vice Chancellor for Administration for presentation to the Chancellor. This committee

- 1) shall at all times be bound to enforce and uphold all of the provisions of this Part;
- 2) should not be concerned with the alleged violator's intent or other state of mind as these elements are not material in such cases;
- 3) shall not be bound by the rules of evidence but may hear or receive any testimony or evidence directly relevant and material to the issues produced; and
- 4) may develop its own internal procedures for the processing of complaints and hearings; provided, however, that such internal procedures shall in no way conflict or be inconsistent with any of the provisions of this Part.

At the conclusion of the hearing, or no later than five days thereafter, such hearing officer or board shall file a report and notice of decision with the Vice Chancellor for Administration and notice of decision shall state

- 1) the name and address of the alleged violator;
- 2) the time and place when the complaint was issued and the number of said complaint;
- 3) the provision of this Part alleged to have been violated;
- 4) a concise statement of the facts established on the hearing based upon the testimony or other evidence offered;
- 5) the time and place of the hearing;
- 6) the names of all witnesses;
- 7) each adjournment, stating upon whose application and to what time and place it was made;
- 8) the decision (guilty or not guilty) of the hearing officer or board;
- 9) if the decision is guilty, the amount of the fine for the violation involved and a statement that said fine shall be paid in full at the Business Affairs Office within 2 days of the date of this report and notice of decision.



TRAFFIC APPEALS COMPLAINT

TO: Parking and Traffic Safety Advisory Committee

FROM: Complainant

Name \_\_\_\_\_ ID No. \_\_\_\_\_

Address \_\_\_\_\_ Telephone \_\_\_\_\_

Above complainant wishes to appeal alleged Traffic

Violation No. \_\_\_\_\_, issued by University Police Officer:

Name \_\_\_\_\_ for alleged violation of the

Louisiana State University in Shreveport Traffic Regulation,

Par. \_\_\_\_\_, Section \_\_\_\_\_.

\_\_\_\_\_  
Signature of Complainant

Witness for Complainant:

\_\_\_\_\_  
Name

\_\_\_\_\_  
Address

LEAVE THIS SPACE BLANK

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To be filled in by Parking and Traffic Safety Committee

Committee Decision:

\_\_\_\_\_  
Committee Officer

Copies: Committee  
Complainant  
Vice Chancellor for Administration