


PROCEDURE MANUAL

 <p>LOUISIANA DELTA COMMUNITY COLLEGE</p>		Procedure	
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		Last Revision Date: 5.22.13	
		Effective Date: August 16, 2013	
Section		Subject	Campus Parking Regulations

PURPOSE

This procedure provides guidelines for campus parking and regulations.

1. Guidelines

Motor vehicles operated by students, faculty, or staff members on LA Delta's campus locations must have the appropriate and current parking decal on their vehicles. The possession of the appropriate and current parking decal on their vehicle does NOT guarantee a parking space, reserved or otherwise. It entitles the operator of a vehicle with a current decal to park on campus if parking space is available.

All vehicles are operated or parked on campus at the owner or operator's own risk; LA Delta is unable to assume responsibility for vehicles, their contents, or any other damages sustained to a vehicle while on campus. Each person operating a vehicle on campus must comply with the driving and parking regulations contained within these LA Delta Parking Regulations and Enforcement Procedures.

LA Delta Parking Regulations and Enforcement Procedures apply to all students, faculty, staff, and visitors driving or parking motor vehicles, including motorcycles, motor scooters, or motor bikes on any property of LA Delta.

2. Student Parking Regulations

Parking for all LA Delta students is restricted to the designated areas for students. Students parking in other areas than those identified for student parking will be ticketed. All students who park on campus must have a valid parking decal on their vehicle (see current tuition and fee schedule). The parking decal should be displayed on the outside of the lower left portion of the rear window of the vehicle. These decals are non-transferable and should be removed under the following circumstances: change of vehicle ownership; termination of association with LA Delta; and/or upon revocation of the parking decal. Faculty and Staff parking zones are marked

with appropriate signs. There are designated areas for individuals with disabilities. Persons with disabilities having disability-designated license plates or placards, state Mobility Impaired ID Card, along with a LA Delta decal/permit, may park in these designated areas. Those persons with temporary disabilities may apply for temporary parking permits from LA Delta Campus Safety, which authorizes them to park in more accessible parking areas including areas designated for persons with disabilities. A doctor's note documenting the temporary disability may be required.

- A. Temporary Parking Permits - Temporary parking permits are issued and approved by Campus Safety. Temporary permits may be issued by the LA Delta Campus Safety for the following purposes: faculty, staff, and students who are using other vehicles while their primary vehicles are being serviced or repaired; persons employed by LA Delta on a short-term basis (less than the regular semester), such as temporary contract appointments or instructors conducting workshops or tutoring; and persons with temporary disabilities (as described above).
- B. One-day parking passes - One-day parking passes are issued by LA Delta Campus Safety to visitors, faculty, staff, and students of the college on an as-needed basis.
- C. Warning citations - During the first week of each semester warning citations will be issued to those students, faculty, and staff members who do not have a valid parking decal displayed on their vehicles. However, hazardous violations, such as illegally parking in handicapped zones, fire lanes, on the roadway, etc., will be enforced.
- D. Replacement of Parking Decal - If a vehicle decal has to be replaced, a new decal must be purchased at regular cost.
- E. Abandoned Vehicles - Vehicles left abandoned on LA Delta property over five days will be subject to being towed away at the owner's expense.

3. Faculty/Staff Parking Regulations

LA Delta provides its faculty/staff with designated areas on all of its campuses. For example, the LA Delta-Monroe campus has the Faculty/Staff Parking area at the far west end (toward the Pecanland Mall) of the parking lot. This area is marked with Faculty/Staff Parking signs, as well as delineated by a yellow stripe on the parking lot. Also, the LA Delta-Monroe ATC faculty/staff have a designated area as well; only those Faculty/Staff that work in the ATC building should be utilizing the ATC Faculty/Staff Parking area.

Parking for all LA Delta faculty/staff is restricted to the designated areas for faculty/staff. All faculty/staff who park on campus must have a valid parking decal on their vehicle. The LA Delta faculty/staff decal should be hung on the rear-view mirror, so that it can be clearly seen from the front of the vehicle. LA Delta faculty/staff parking in other areas than those identified for

faculty/staff parking will be reported to their immediate supervisor by LA Delta Campus Safety. LA Delta Campus Safety will maintain parking/traffic violation records of faculty/staff for a minimum of one calendar year. LA Delta Campus Safety will notify the Chancellor or the appropriate Vice Chancellor of the violating faculty/staff member if repeated violations occur (three or more). In accordance with LA Delta's discipline procedures, progressive discipline will be applied in rectifying the parking/traffic violations by the particular faculty/staff members. Progressive discipline steps are generally sequential; this would progressively move from informal corrective procedures to formal corrective procedures (for repeated violations), such as documented verbal counseling, written counseling, and/or up to final written counseling.

4. Fines for Parking/Traffic Violations

Fines are imposed for parking/traffic violations occurring on LA Delta property. A list of the specific parking/driving fees can be obtained from LA Delta Campus Safety or the Bursar's Office. Receipt of four (4) citations in a single semester may result in the revocation of a parking decal and all parking privileges for the remainder of the semester.

Traffic fines must be paid to the Bursar's Office or Billing Office. The Bursar's Office furnishes LA Delta Campus Safety with a report of all money received for traffic fines; LA Delta Campus Safety maintains a current record of outstanding traffic fines.

Parking/traffic citations will not be voided unless approved by the Chief of Campus Safety, Security Coordinator, the Chancellor, the appropriate Vice Chancellor, or the appropriate Campus Director. The approving supervisor must initial the voided parking/traffic citation and explain the reason for this action. All voided citations will be retained by LA Delta Campus Safety for one calendar year. Parking decals will not be sold to anyone with an outstanding debt for parking/traffic fines.

5. Motor Vehicle Parking Lot Accidents

Motor vehicle accidents on campus that involve the following will be handled in accordance with local statutes: persons driving under the influence of intoxicants or chemical substances; injury to person(s); property damage to vehicles; collision with fixed objects; collision with government vehicles (federal, state, or local) or public conveyances (Monroe Transit System); and/or hit and run vehicles.

6. Issuing Parking/Traffic Citations

LA Delta Campus Safety will:

- A. Issue parking/traffic citations to persons in violation of College regulations

- B. Locate the operator of any vehicle parked in such a manner as to be hazardous or impeding traffic flow, and have him/her move the vehicle immediately
- C. Maintain a current record of outstanding traffic fines and periodically submit to the Bursar's Office a report of all unpaid traffic fines
- D. Retain copies of parking/traffic citations for one calendar year