

Traffic Code

University of Louisiana at Lafayette

Introduction

The Traffic Code of the University of Louisiana at Lafayette outlines the regulations and requirements for parking and operating a vehicle on University property. This document supersedes the Traffic Code adopted on May 7, 2012.

The Traffic Code is established and enforced by the Office of Transportation Services and the University of Louisiana at Lafayette Police Department.

The operations of a vehicle on campus are regarded as a privilege and, as such, this privilege can be revoked whenever the ability of the Office of Transportation Services and/or the University of Police is compromised by the operator of a vehicle.

The University reserves the right to change any or all parts of the regulations, if necessary. All changes to the Traffic Code will be posted on the Office of Transportation Services' website: park.louisiana.edu.

In order to park a vehicle on University property, the operator must abide by all regulations in the Traffic Code. In addition to any penalties, the owner or driver is also subject to disciplinary action in accordance with the University's Code of Student Conduct and/or other forms of discipline.

Transportation Services makes every effort to ensure the accuracy of information provided on signage, websites and social media. However, if in doubt, please contact the Office directly.

Table of Contents

A. Definitions	2
B. General Rules.....	3
C. General Parking Rules.....	3
D. Registration	5
E. Parking Areas	6
F. Parking Permit Prices	6
G. Handicapped Parking	7
H. Penalties	7
I. Appealing a Citation.....	8
J. Bicycle Policy.....	11

A. Definitions

1. Motor Vehicle. Automobile, truck, motorcycle and other motor-or electric-powered vehicles operating on land.
2. Personnel. Anybody employed by the University, including casual labor, temporary workers, faculty, adjunct faculty and staff (excludes Graduate Assistants).
3. Graduate Assistant. Graduate student employed by the University for teaching, administration and/or research.
4. Student. Any student who is enrolled in the University with no regard to the number of hours enrolled.
 - a. Resident Students. Those residing on any University-owned resident halls, including Legacy Park and Cajun Village.
 - b. Commuter Student. Those students who do not reside in university housing.
5. Parking Zone. Designated parking areas. These areas are clearly marked at each location.
6. Night School Parking. Night permits and other valid permits are honored in Red Zones after 3 pm.
7. Parking Garages. There are four parking structures on campus.
 - i. Taft Street Garage-for residential students only
 - ii. Olivier Garage-for residential students; first two floors for faculty/staff
 - iii. Conference Center-for faculty/staff use
 - iv. Girard Park Circle-first three floors for visitors (pay) and top three floors permitted
8. Handicapped Parking. Available for students, faculty and staff who have the appropriate credentials from a State Motor Vehicle division where the automobile is registered. Handicapped parking is enforced 24/7 and vehicles parked without the appropriate credentials are subject to ticket, immobilization and/or towing.
9. Pay/Visitor Parking Areas. There is one parking area which requires payment to park: the Girard Park Circle parking garage located on Girard Park Circle Drive.
 - a. There are pay stations on each floor of the Girard Park Circle so that customers may park first and then pay.

B. General Rules

These general rules provide an overview of how to park on University property.

1. All vehicles which park on University-owned property must be registered and linked to an active parking permit with Transportation Services or be parked in the pay/visitor parking area. Vehicles are registered via the license plate; no physical permit will be issued.
2. A parking permit-real or virtual-serves as permission to park and does not guarantee a parking space. It only gives the opportunity to park within a specified area(s).
3. Vehicles may be 'booted' or towed after the issuance of the third (3rd) citation or at the discretion of Transportation Services.
4. Cars must be parked front (head) in to a designated parking area during enforcement hours. Vehicles which are backed into a space and do not have a front license plate will be issued a citation. Inability to locate a vacant space in an assigned parking lot is not justification for illegal parking. Overflow parking is available for this purpose.
5. If a vehicle is sold, traded or wrecked, it is the owner/driver's responsibility to change license plate information with Transportation Services.
6. Vehicles which are disabled must be reported to Transportation Services. Disabled vehicles may be parked on University property for no longer than 24 hours. Transportation Services can assist with calling a tow truck.
7. Transportation Services reserves the right to set aside parking areas for special events, e.g. concerts, athletic events, parades, festivals, etc. in all parking areas of the University campus. The University further reserves the right to temporarily block certain areas of streets and/or parking lots in order to facilitate repairs without notice to the general public.
8. Changes to the Traffic Code will be posted on the Office of Transportation Services' website: park.louisiana.edu and are approved by the Vice-President of Finance and Administration.
9. Failure to abide by a verbal parking directive by a representative of Transportation Services or a University Police Officer can result in immediate towing of the vehicle. It can also result in disciplinary action in accordance with the "Code of Student Conduct".

C. General Parking Rules

1. Normal Parking on Street
 - a. No person shall park or park a vehicle on a street or zone other than parallel with the edge of the street or zone headed in the direction of lawful traffic movement. The right hand wheels shall be within eighteen inches of the curb or edge of the street except where angular parking is permitted as indicated by signage or pavement markings or where vehicles park on the left side of a one-way street. When parked on the left side of a one-way

street, the left hand wheels of the vehicle shall be within eighteen inches of the curb or edge of street.

2. Restricted Use of Bus Stop

- a. No person shall stop or park a vehicle other than a bus in a Bus Stop when any such stop or stand has been officially designated and appropriately signed, except that the driver of a passenger vehicle may temporarily stop for a purpose of and which is actually engaged in loading or unloading passengers, when such stopping does not interfere with any bus waiting to enter or about to enter such zone. All such vehicles, when parking or stopping, shall be parallel and adjacent to the curb.

3. Places where Stopping or Parking is Prohibited and No Signs are Required

- a. No person shall stop or park a vehicle or other conveyance, except when necessary to avoid conflict with other traffic or in compliance with the law or directions of a representative of the Office of Transportation Services or a University Police Officer or traffic control device, at any of the following places:
 - i. Sidewalks;
 - ii. In front of or within three (3) feet of the curb return in a public or private driveway, wheelchair ramp, bicycle ramp or loading ramp;
 - iii. Within an intersection;
 - iv. Within fifteen (15) feet of a fire hydrant;
 - v. On a crosswalk;
 - vi. Within twenty (20) feet upon the approach to any flashing beacon, stop sign, yield sign or traffic control signal located at the side of a street or a roadway;
 - vii. Alongside or opposite any street excavation when stopping, standing or parking would obstruct traffic;
 - viii. On the roadway side of any vehicle stopped or parked at the edge or a curb of a street;
 - ix. Alongside a neutral ground curb;
 - x. Any place where parking will obscure or obstruct visibility of any traffic control device;
 - xi. Upon the traveled portion of any roadway except to yield to other traffic or, as directed by a signal or sign or by a University Police Officer or a representative of Transportation Services;
- b. No parking on grass;
- c. No person shall park or stop upon a street or zone in such manner or under such conditions as to leave available less than sixteen (16) feet of the width of the roadway for free movement of two-way vehicular traffic or less than ten (10) feet of width of a one-way roadway for the movement of one-way vehicular traffic.
- d. No person shall park a vehicle on any street or zone for a period of time longer than twenty-four (24) hours consecutively unless authorized by the Director of Transportation Services.

- e. The Office of Transportation Services may erect signs upon the left-hand side of any one-way street to prohibit parking and when such signs are in place, no person shall park a vehicle upon such left-hand side in violation of any such sign;
 - f. The Office of Transportation Services shall have the authority to erect signs restricting parking on either side of any street or zone adjacent to any construction site when parking would interfere with traffic or create a hazardous situation. When appropriate signs are erected, no person shall park a vehicle in any such designated place. Said restrictions shall be in place until such time that the construction is completed.
 - g. No person shall stop or park a vehicle, for any purpose or period of time, in any area which has been designated as a fire zone, whether the designation is made by sign(s) or by paid (yellow or red) striping¹ on the pavement or by a combination of methods.
 - h. No person shall stop or park a vehicle for any purpose or period of time in any area which has been designated by sign(s) as a no parking/stopping area or a no parking/stopping anytime area. All vehicles will be treated as illegally parked, even if it is registered with an active permit to park in the zone for which the vehicle is permitted.
 - i. Any vehicle parked in a limited time parking is that exceeds the time limit will be treated as an illegally parked vehicle. The vehicle may be ticketed each time the time limit is exceeded (e.g. 15 minute parking-the vehicle may be cited every 15 minutes).
4. Handicapped Parking
- a. No person shall stop or park a vehicle in or otherwise block an appropriately signed parking space for the handicapped, except that vehicle which display an official license or permit issued by a state department of motor vehicle office.
 - b. Any person that fails to properly display the official, original of the handicapped parking placard or permit, as required by the issuing state agency, shall be subject to a fine in the amount of three hundred dollars (\$300).
 - c. Any person that parks, stops or permits a vehicle to stand in the area blocking a handicapped parking space or in the space intended for the unloading/loading of the handicapped person shall be subject to a fine of one hundred dollars (\$100).

D. Registration

- 1. Parking lots and garages have specific permit designations. Vehicles which park in areas other than what the permit allows will be ticketed and could be subject to 'booting' or towing.
- 2. Vehicles parked in lots or garages not designated as pay or visitor must be registered and linked to an active permit with the Office of Transportation Services.

3. Vehicles which do not display a State-issued license plate, either temporary or permanent and/or have vehicle identification removed or hidden will be subject to immediate removal from University property.
4. Vehicles may be registered and a parking permit obtained on-line via U-Link, at the Transportation Services e-business site. A virtual permit is issued using the license plate of the vehicle as the identifier. If a vehicle has a temporary license plate, the last six digits of the VIN may be used until the permanent license plate is issued. It is the responsibility of driver/owner of the vehicle to make sure all information is accurate. The Office of Transportation Services is not responsible for accuracy of the information.
5. If a rental vehicle is used, that license plate must be entered into the user's account and linked to the active permit to ensure no citations will be issued.
6. Residential students are allowed only one vehicle. The only exception is those residing in family housing at Cajun Village or Legacy Park.
7. Vendors who use vehicles clearly marked with a company logo/information do not have to purchase a virtual permit but if they are going to be on campus regularly, they need to register their vehicle with Transportation Services.

E. Parking Areas

1. Parking areas are assigned based upon classification by the University. Parking areas with or without gate arms have signs identifying who may park in the areas. Hours of enforcement are 7:00 am – 9:00 pm, Monday through Friday. Parking is enforced at the Legacy Park apartments until midnight, Monday through Friday.
2. Parking for night school students is allowed, with the vehicle registered and linked to an active permit, in areas designated as Faculty/Staff during the hours of 5:00 pm – 7:00 am.

F. Parking Permit Prices

1. Faculty/staff permits are sold for a period of one year. The annual cost is \$100. Faculty/staff that make under \$30,000 pay \$50 annually.
2. Residential students purchase a pass for \$40 per semester. The fall semester pass is valid August 15 to December 31 and the spring semester pass is valid January 1 to May 20.
3. Rental vehicles or temporary vehicles may be registered and added to their active permit by the user via their U-Link account.
4. Night parking permits are \$25/semester.
5. Persons who have valid handicapped parking placards or license plates from a State Department of Motor Vehicles and are current student, faculty or staff must register their vehicle in order to park on campus. Their permit will allow them to park in a handicapped or any legal parking space within their designated area.

G. Handicapped Parking

1. Handicapped parking spaces are noted on the campus parking map.
2. Persons with legal placard or license plate may park in any legal parking space on campus. *except for lots or garages deemed Residential Parking. Please see campus parking map. Residential students with handicap credentials MUST purchase a residential Handicap permit and provide the placard and state issued mobility card issued to the resident.
3. Transportation Services cannot issue temporary handicapped parking permits. Only handicapped credentials from a State Department of Motor Vehicles will be accepted.

H. Penalties

1. The following fines will be assessed for parking violations:

CITATION VIOLATION CODE	
No Active Permit	\$55.00
Not Registered	\$55.00
Wrong Zone	\$55.00
No Parking Area	\$38.50
Blocking Driveway	\$38.50
No Parking Tow Away Zone	\$55.00
No Parking on Grass	\$38.50
Overtime Parking	\$38.50
Handicapped Parking	\$300.00
Disobeying Attendant/Officer/Parking Enforcement	\$38.50
Not Registered for Daytime Parking	\$38.50
Misuse of Gate Access Card	\$38.50
Restricted Use of Bus Stop	\$38.50
No Parking on Sidewalk	\$55.00
Parking Not to Obstruct Traffic	\$38.50
No Parking in Excess of 24 Hours	\$38.50
No Parking on 1-Way St. Opposing Traffic	\$38.50
No Parking Next to Construction Area	\$38.50
No Stopping/Parking at Yellow Curb	\$38.50
No Parking in Fire Lane	\$110.00
No Parking Zone	\$38.50
No Parking Within 3 Ft. of Driveway	\$38.50
No Parking in an Intersection	\$55.00
No Parking Within 15 Ft. of Fire Hydrant	\$38.50
No Parking on Crosswalk	\$38.50
No Parking Within 20 Ft. of Crosswalk	\$38.50
Blocking Access to Handicap Space	\$110.00
No Parking in Maintenance/Reserve Space	\$55.00
Improper Parking	\$38.50
Backing into Stall/Illegal Parking	\$38.50
Immobilizer	\$110.00
Remove/Tamper with Immobilizer	\$220.00
Pay By Space Violation	\$38.50
Relocation Fee	\$110.00
Tow	\$110.00

2. Upon issuance of the third (3rd) unpaid violation, a vehicle is subject to being 'booted' or towed at the owner's expense along with additional fines and/or fees.
3. If a vehicle is towed, the owner/driver is responsible for towing fees and storage charges imposed by the towing company along with unpaid citations and other fines or fees.
4. The owner/driver shall be responsible for all violations attributed to a given vehicle. Transportation Services has the right to ban any vehicle from parking on campus upon issuance of the third (3rd) unpaid violation.
5. If there are any issues or question regarding who is responsible for unpaid citations, the registered owner of the vehicle in question will be issued a bill and any current student(s) which share the same address will have hold(s) placed upon their account(s) until the citations are paid.
6. If a student refuses to pay citations, the University will withhold grades and/or transcripts and the student will be unable to register for future classes. The student will be subject to disciplinary action under the "Code of Student Conduct"
7. If a faculty/staff member incurs citations, their vehicle is also subject to 'booting' and/or towing under the same conditions laid out above. If they refuse to pay fines, they can have their U-Link access suspended.
8. Unauthorized vehicles parked in a fire lane, loading zone, grassy area, handicapped parking, under oak trees, including Century or Historic oak trees and any other non-paved area can be towed immediately.
9. A vehicle shall be considered abandoned when the vehicle has been parked in a non-residential parking zone for more than five (5) days, has no valid state registration and license plate, or if causes environmental or safety concerns. Transportation Services will make every attempt to contact the legal owner or driver before the vehicle is removed.
10. Vehicles are subject to the same violation every four hours if parked in non-residential parking areas.
11. Failure to abide by the directions of a Parking Enforcement Officer or University Police Office can result in immediate 'booting' or towing of the vehicle and disciplinary action in accordance with the Code of Student Conduct.

I. Appealing a Citation

1. A person issued a citation has 4 class days or 96 hours to submit an appeal.
2. Appeals are made via U-Link portal. Visitors to the University who wish to appeal citations may appeal their tickets via the Transportation Services' website: park.louisiana.edu/citation
3. Appeals are then reviewed by the Appeals Officer and a decision is issued.
4. Appeals which are denied at the first level may be appealed to the Parking Appeals Committee under the following conditions:

- a. An appeal must go through the first level of the appeal process in order to be eligible for the Parking Appeals Committee.
 - b. The first level appeal was filed within the time requirement of 4 class days or 96 hours.
- 5. The Parking Appeals Committee consists of representatives of faculty, students and staff and meets once a month during the Fall and Spring semesters.
 - a. There are a total of 11 members appointed.
 - i. Two students appointed by the President;
 - ii. Four faculty members appointed by the President;
 - iii. Two faculty/staff members recommended by the President of the Student Government Association; and
 - iv. Three students recommended by the President of the Student Government Association.
 - b. The person appealing the citation has the right to attend and add any other information regarding the circumstances for the appeal and answer questions from the Committee members.
 - c. The proceedings are closed.
- 6. Parking Appeals Committee overview
 - a. The Parking Appeals Committee is the last level of appeal for citations.
 - b. A quorum will consist of any six (6) members of the committee.
 - c. Any action taken against an individual must be done within the safeguards provided by due process or in the "Code of Student Conduct".
 - d. Appeal procedures will be recommended by the Parking Appeals Committee but shall not conflict with overall University due process.
 - e. Any member of the University community who disagrees with and, consequently wishes to change any policies set forth herein, should address their grievance to the Parking Planning Committee.
- 7. Appeals Procedure
 - a. Committee proceedings are informal and the Chair shall provide reasonable opportunities for the witnesses to be heard.
 - b. The committee proceedings are closed.
 - c. The following persons may attend meetings
 - i. Member of the Parking Appeals committee;
 - ii. Representatives from the Office of Transportation Services;
 - iii. Representatives from University Police;
 - iv. The appellee;
 - v. Members of the appellant's immediate family and counsel.
 - d. The Chair will read the appeal to the committee. At this time, the appellee can present their case and ask/answer questions.
 - e. The committee deliberates in private and decides whether the appeal is to be upheld or denied.
 - i. A simple majority vote is required.
 - f. The chair will inform the appellee of the committee's decision and the information will be noted on the appellee's parking account.

- g. Those wishing to appeal a citation have two opportunities to take their appeal to the Parking Appeal Committee. After that, the citation must be paid.

The following reasons to appeal the ticket are not considered valid and will be immediately denied. These include, but are not necessarily limited to:

- h. "I didn't see the sign";
- i. "Others were parking there, too";
- j. "I was late";
- k. "I could not find another parking space and the lot was full";
- l. "There was no sign that said I could not park there";
- m. "I was only there for a few minutes and had my flashers on";
- n. "I have always parked there and never got a ticket before";
- o. "Other cars were parked there";
- p. "I do not agree with the policy or regulation";
- q. "Someone (anyone other than the Office of Transportation Services) told me to park there";
- r. "My zone was full and there was no place to park";
- s. "I don't have the ability to pay for the citation".

J. Bicycle Policy

1. Purpose
 - a. To enhance pedestrian and bicycle safety on campus;
 - b. To provide for the safe ingress/egress to and from all University buildings and facilities;
 - c. Establish guidelines and regulation to facilitate the safe movement of bicycle traffic on campus while protecting the needs of the community;
2. All bicyclists must abide by the rules of the state of Louisiana. These rules can be found at http://www.lafayette.edu/gov/Traffic/bicyclesafety_statestatues.asp.
3. Operation of bicycles
 - a. Bicycles must travel with traffic while riding on streets, roads and marked bicycle lanes.
 - b. Bicyclists must dismount when crossing streets in marked pedestrian crossings.
 - c. Disregard for traffic control devices, operation of a bicycle in a reckless manner that causes damage or injury(ies) are subject to citation(s) by either the University Police or Lafayette Police.
4. Parking & Securing Bicycles
 - a. Bicycles must be secured to a bike rack.
 - b. Bicycles cannot be secured to a handrail, fence, trash receptacle, tree, trip rails, sign posts or anything other than a bike rack. Bicycles not properly secured to a bike rack will be confiscated by Transportation Services.
5. Bicycles which remain in bicycle racks or other places seven (7) days after the end of the semester will be confiscated by Transportation Services. Bicycles which remain unclaimed for 6 months will be disposed of according to rules and regulations of the State of Louisiana.

¹ typo correction 3.2.2021