

UNIVERSITY TRAFFIC AND PARKING REGULATIONS

GUIDE TO SECTIONS

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I. INTRODUCTION

A. All students and employees who operate a motor vehicle on the Hammond, Baton Rouge Nursing Center, St. Tammany Center, and/or Livingston Literacy and Technology Center campuses must be familiar with and abide by the following regulations. These regulations have been designed to ensure the safety of all members of the University community and the efficient utilization of all available parking areas. Driving a motor vehicle on the campus is a privilege granted by the University, and if that privilege is abused, it may be revoked.

B. These regulations have been approved by the University's Traffic and Parking Committee, the University Police Department, and the President's Staff. The Director of the University Police Department and the Director of The Office of Student Conduct are charged with enforcing the regulations.

C. University Police Officers are commissioned by the Louisiana Department of Public Safety and have completed an accredited Peace Officer Standards and Training Program. They are empowered to enforce University, City of Hammond, Parish of Tangipahoa and State of

Louisiana traffic laws on the campus and on streets contiguous to the campus.

D. Southeastern Louisiana University does not assume any responsibility for the care and/or protection of any motor vehicle driven onto or parked on the campus at any time nor liability for damages or loss to any vehicle's contents while on the campus.

E. Definitions

1. Faculty member: Any full-time or part-time employee of Southeastern Louisiana University who holds academic rank and status (Instructor, Assistant Professor, Associate Professor, or Professor). This does not include graduate assistants or student workers.

2. Staff member: Any full-time or part-time employee of Southeastern Louisiana University who does not hold academic rank or status. This includes employees of other State agencies and employees of agencies contracted to provide services to the University. This does not include graduate assistants or student workers. Proper documentation may be required for some staff members.

3. Student: Anyone enrolled in Southeastern Louisiana University for the purpose of receiving instruction who is not also a faculty or staff member.

4. Visitor: Anyone who is not a student, faculty member, staff member, or the employee of another State agency or agencies contracted to provide services to the University. Visitors are always welcome and may use any available parking space except those specifically designated as "reserved" and/or handicapped. Visitors should visit the University Police Department and obtain a visitor's parking hang-tag. *If a visitor permit is found being misused for the purpose of allowing a student or employee to park, the visitor will not be issued any future visitor permits and the student or employee found using the permit will be responsible for all violations issued to that visitor's permit.*

5. Residential Life Visitor: Anyone who is not a student, faculty member, staff member, or the employee of another State agency or agencies contracted to provide services to the University. **Residential Life Visitors are always welcome and may use any available parking space with the exception of those specifically designated as "reserved", handicapped, or Residential Life parking.** The Residential Life parking areas are for Resident Students **only**. Residential Life Visitors should visit the University Police Department and obtain a visitor's parking hang-tag at which time they will be asked to provide the name of the Resident they are visiting, the Residential Life facility to be visited and the expected length

of stay. The Residential Life student will be responsible for their guest(s) during their stay on campus. ***If a visitor permit is found being misused for the purpose of allowing a student or employee to park, the visitor will not be issued any future visitor permits and the student or employee found using the permit will be responsible for all violations issued to that visitor's permit.***

6. Alumni: Any individual who has joined the Southeastern Alumni Association and who displays the Alumni Association Member decal on the windshield of their motor vehicle. The Southeastern Alumni Association Member parking decal will be honored at all locations on the campus except those specifically designated as "reserved", Residential Life Parking Areas and/or handicapped. However, if the alumni member is a student and/or an employee of the university, he/she must purchase a current parking hangtag/decal. Southeastern student dependents (spouses and children) of the Alumni members, who are registered students and/or employees of the University, ***may not utilize*** the Alumni Association Member decal to park on campus while they are attending classes, if this is found to be the case, the vehicle will be cited accordingly.

7. Retired Faculty and/or Staff Member: Any former full-time or part-time employee of Southeastern Louisiana University who has retired from the University.

II. GENERAL INFORMATION

A. Driving on Campus - The speed limit on campus is 15 miles per hour.
Vehicles must stop for pedestrians in crosswalks.

B. Parking on Campus - All students, faculty, staff, visitors and other persons affiliated with the University (contractors, vendors, etc.) who operate and park a motor vehicle on the Hammond campus or at the Baton Rouge Nursing Center **must** properly display a current parking hang-tag or decal on their vehicle, 24 hours a day, 7 days a week, and must be parked in a designated parking space. Visitors may park in any faculty/staff or student parking area except reserved spaces. Between 7 a.m. and 4 p.m., Monday through Friday, University employees and students must park in specific areas on campus based on their classification. After 4 p.m. on weekdays, on weekends, and on days when University classes are not in session, individuals may park in any faculty/staff or student parking area except reserved spaces with the exception of the Southeastern Oaks Apartment Complex and The Village. Only employees and/or residents may park in these areas. Handicapped parking spaces are restricted **24 hours per day**. The fine for illegal parking in a handicapped space is \$275.00.

C. Parking Hang-tags and Decals - Hang-tags and decals, including free visitor hang-tags, may be obtained from the University Police Department-Parking Division between the hours of 7:30 a.m. and 5:00 p.m., Monday through Friday.

(Temporary hang-tags/visitor hang-tags are available 24 hours per day.)

The University Police Department is located in Pride Hall, on SGA Dr. Those with questions about parking or operating a vehicle on campus may call (985) 549-5695 during regular business hours or (985) 549-2222 after hours.

Everyone must present a picture ID when receiving a hang-tag/decal.

D. Fines - All parking and traffic fines must be paid at the Controller's Office in Building A, North Campus, or be mailed to: Office of the Controller, SLU 10720, Hammond, LA 70402. Those with questions about paying fines may call (985) 549-2068.

III. PARKING HANG-TAGS AND DECALS

A. General Regulations

1. All students, faculty, staff, or other persons affiliated with the University (contractors, vendors, etc.) who operate and park a motor vehicle on the Hammond campus or at the Baton Rouge Nursing Center must obtain and properly display a parking hang-tag or decal on their vehicle. Students, faculty, and staff who do not park on campus during the hours when parking by classification is enforced must still obtain and display a current hang-tag/decal. This includes students, faculty, and staff members who take classes and/or work at night, on weekends, and/or on satellite campuses. A fee is charged for student and faculty/staff hang-tags and decals. *Students and/or Faculty/Staff who wish to obtain a parking decal must have a current motor vehicle registration for the vehicle they are registering (or bill of sale for newly purchased vehicles) and some form of picture identification (driver's license or student i.d.).*

2. Visitors, Residential Life Visitors, and contractors/vendors may obtain a visitor hang-tag free of charge. **Temporary and visitor parking hang-tags are available 24 hours per day at the University Police Department.** *If a visitor permit is found being misused for the purpose of allowing students or employees to park, the visitor will not be issued any future visitor permits and the student or employee will be responsible for all violations issued to that visitor's permit.*

3. All hang-tags/decals expire at the end of the Summer Semester and those with a continuing need to drive or park on the campus must obtain a new hang-tag/decal.

4. Paying the fee to obtain a hang-tag/decal gives an individual the privilege of parking legally on campus, but does not guarantee the availability of a parking space. Those attempting to park on campus between 8 a.m. and 12 p.m. are advised to arrive well before their class, appointment, or the beginning of their scheduled work shift. Since 8 a.m. to noon is the period during which the campus is most heavily populated, the only spaces available may be located a considerable distance from an individual's final destination. **A shuttle service is currently available between 7 a.m. and 5 p.m. (See the Lion Traxx website for designated shuttle stops ww.selu.edu/admin/police/liontraxx/index.html)**

5. Each faculty/staff member/contract employee is limited to one parking hang-tag for a four wheeled motor vehicle. A hang-tag may be transferred from one vehicle to another, but must be used **only** by the faculty/staff member/contract employee to whom it was issued. Students may purchase additional parking decals for use on separate four wheeled vehicles (student must provide a current vehicle registration for each additional vehicle and the vehicle may not be registered to another current student). A motor vehicle fee will be charged for each decal. The fee for the first decal must be paid at the Controller's Office. The fee for any additional decals must be paid at the University Police Department- Parking Division by cash or check. A decal must be displayed only on the vehicle for which it was obtained and may not be transferred between vehicles. *The decal must be adhered to the interior passenger side lower right hand corner of the windshield.* Decals may never be taped on, laminated, or applied in any way so as to be removed and used in another vehicle. **(All previously issued decals must be removed before applying the new decal.)**

6. The person who obtains the hang-tag/decal is responsible for the following while the vehicle is on the campus:

- a. The safe operation of the vehicle upon which the hang-tag/decal is displayed.
- b. The conduct of any passengers in the vehicle.
- c. The payment of all parking and traffic citations issued to the hang-tag/decal.
- d. The proper maintenance of the vehicle's lights and safety equipment.

7. Faculty/staff hang-tags (or decals) are for the use of the faculty/staff member only and may not be used by spouses/children who are students, or by any other individual.

8. Persons who change from one parking classification to another must notify the University Police Department-Parking Division within five business days and obtain a replacement decal that is appropriate to their new classification. **The old decal must be returned to the University Police Department-Parking Division.** A \$2.00 fee will be charged for the replacement decal. Examples of persons who change parking classification include: those who move from an off-campus residence to a student housing facility or vice-versa; persons who move from one student housing facility to another; persons who meet the requirements to move from freshman commuter to upper-class commuter. The fee must be paid at the University Police Department-Parking Division.

9. When changing vehicles/changing vehicle windshields/or purchasing a new vehicle, students must obtain a replacement decal for the new vehicle/windshield. **The old decal must be returned to the University Police Department-Parking Division.** A \$2.00 fee will be charged for the replacement decal. In the event that the old decal cannot not be returned to the University Police Department, the student will be required to pay full price for a new decal. The fee must be paid at the University Police Department-Parking Division. ****If the old decal is unable to be returned due to windshield replacement or a totaled vehicle, the student may bring in a windshield repair receipt verifying the replacement of the***

windshield on the registered vehicle or statement from the individual's insurance company documenting that the registered vehicle has indeed been totaled and the charge for a replacement decal will be \$2.00.

10. Faculty/staff members who resign from the University to become full-time students must turn in their faculty/staff hang-tag and purchase a student decal on a fee invoice at the full price based on semester of change.

11. Students who become full-time employees of Southeastern Louisiana University must turn in their student decal and purchase a faculty/staff hang-tag at full price based on semester of change. The fee must be paid at the University Police Department-Police Division.

12. All hang-tags and decals remain the legal property of Southeastern Louisiana University.

B. Types of Parking Hang-tags/Decals and Associated Fees

Visitor/Residential Life Hang-tags - Visitors may obtain a temporary hang-tag for the day(*or longer depending on the purpose of visit and length of stay*) free of charge 24 hours a day, seven days a week. Residential Life Visitors will be asked to provide the name of Resident being visited, the Residential Life Facility to be visited, and the expected length of stay. *If a visitor permit is found being misused for the purpose of allowing a student or employee to park, the visitor will not be issued any future visitor permits and the student or employee will be responsible for all violations issued to that visitor's permit.*

Contractor and Vendor Hang-tags:

Contractors or vendors who will be on the campus for extended periods of time due to construction or contract work, or who make frequent visits to the campus for business reasons, will be provided a hang-tag free of charge with documentation on company letterhead outlining the dates of employment at the job site or location of work.

Faculty and Staff and employees of other State agencies and/or contracted services whose job assignment is on the campus (full-time):

\$45.00 - Hang-tag/decal valid from Fall Semester through Summer Semester.

\$30.00 - Hang-tag/decal valid from Spring Semester through Summer Semester.

\$15.00 - Hang-tag/decal valid during Summer Semester.

Faculty and staff (part-time):

\$15 .00 - Hang-tag/decal valid for one semester or for the summer semester. (This fee must be paid on a semester basis since contracts are generally limited to one semester.)

Retired Faculty and Staff:

Free of Charge: Hang-tag/decal valid for Fall Semester through Summer Semester will be provided to Retired Faculty and Staff who provide a Retired I.D. and/or proper documentation verifying retirement from the University. *Only the initial hang-tag/decal will be provided at no charge any replacement hang-tag/decal will be at full price depending on semester the charge is incurred.*

Students (including Graduate Assistants) (full-time and part-time):

Student Housing - Persons who reside in one of the student housing facilities.

Upper-Class Commuter - Persons who have earned 30 credit hours or more who commute to campus from an off-campus residence.

Freshman Commuter - Persons who have earned 29 credit hours or less who commute to campus from an off-campus residence.

\$45.00 - Decal valid from Fall Semester through Summer Semester.

\$30.00 - Decal valid from Spring Semester through Summer Semester.

\$15.00 - Decal valid during the Summer Semester.

Handicapped (student, faculty, staff):

To obtain this type of hang-tag/decal, the applicant must have a State issued handicapped designated license plate, placard, or hang-tag and present a valid State Handicap I.D. or current Motor Vehicle Registration for handicapped license plates, to verify handicap status.

\$45.00 - Hang-tag valid from Fall Semester through Summer Semester.

\$30.00 - Hang-tag valid from Spring Semester through Summer Semester.

\$15.00 - Hang-tag valid during the Summer Semester.

Motorcycle (student, faculty, staff)

\$45.00 - Decal valid from Fall Semester through Summer Semester.

\$30.00 - Decal valid from Spring Semester through Summer Semester.

\$15.00 - Decal valid during Summer Semester.

Temporary Handicapped (student, faculty, staff):

To obtain a temporary handicapped parking hang-tag, the applicant must bring to the University Police Department-Parking Division a letterhead certification from a physician explaining the temporary disability. The letter must also contain a statement as to the dates the physician expects the person to be temporarily

disabled. The temporary handicapped hang-tag will be issued according to the dates cited in the physician's statement, not to exceed 30 calendar days. This hang-tag allows the individual to park in any faculty/staff (except for reserved spaces) or student parking area, **but does not allow parking in handicapped spaces.**

Individuals who have a valid hang-tag/decals may obtain up to two (2) temporary hang-tags per semester free of charge. The third and subsequent temporary hang-tags will be issued at a charge of \$2.00 each.

For students/faculty/staff who have not yet obtained a hang-tag that is valid for the current semester.

\$2.00 - Individual may obtain up to two (2) temporary hang-tags per semester at a charge of \$2.00 each.

\$5.00 - The third and subsequent temporary hang-tags requested will be issued at a charge of \$5.00 each.

Temporary (issued for a period of up to seven calendar days) - for students/faculty/staff who have obtained a hang-tag/decals that is valid for the current semester but is temporarily inaccessible.

Individuals who have a valid hang-tag/decals may obtain up to two (2) temporary hang-tags per semester free of charge. The third and subsequent temporary hang-tags will be issued at a charge of \$2.00 each.

Temporary (issued for a period of up to seven calendar days) - for students/faculty/staff who have **not** yet obtained a hang-tag that is valid for the current semester.

\$2.00 - Individual may obtain up to two (2) temporary hang-tags per semester at a charge of \$2.00 each.

\$5.00 - The third and subsequent temporary hang-tags requested will be issued at a charge of \$5.00 each.

Departmental Student Worker Temporary Parking Passes – issued to Departments on campus to be used by their student workers when they are required to run errands on campus. **Each department will be limited to two Temporary Parking Passes per Academic Year.** In the event a pass is lost/stolen, it must be reported to the University Police Department-Parking Division immediately and if necessary a request for a replacement pass can be made at that time. **Only one replacement pass will be issued per Academic Year.** The parking passes have a 15 - minute time limit and are not authorized for use in reserved parking spaces (such as yellow loading zones, special reserved spaces for university employees, and handicapped parking spaces). Students may not use these passes to attend University classes they are strictly for work-related business. After completing the departmental errands, student worker passes **should be immediately returned to the department.** This parking pass does not replace the student parking decal any student using a Student

Worker Temporary Parking Pass must also display a current parking decal. Any student worker who is found to be abusing this privilege will have the pass withdrawn and the department will not be issued a replacement pass.

Student Athletic Passes – issued to student athletes. This parking pass allows the Student Athlete to park in student parking only located in the following areas after 12:00 PM, Monday-Friday, until the expiration dated listed on the parking pass:

- *University Center North Parking Lot
- *Spruce Street Extension
- *West Dakota Street
- *West Stadium Lot
- *Baseball Stadium Lot
- *Rental Bookstore Lot
- * SGA Drive @ Kinesiology
- *Tennessee Avenue @ Kinesiology
- *PSAC South

This parking pass does not replace the student parking decal. All student athletes using a Student Athletic Pass must also display their current parking decal.

Livingston Literacy and Technology Center Permits – issued to students/employees who attend classes or work only on the Livingston Literacy and Technology Center Campus. These individuals will be issued a permit at no charge for identification and safety purposes. The permits will allow the officer, who works at the Livingston Literacy and Technology Center Campus, to identify Southeastern Louisiana University students and employees, in the event there is a problem on the campus. The permits will be distributed at the Livingston Literacy and Technology Center Campus, so that students and employees will not be required to come to main campus to obtain the permit. The permits are strictly for use while at the Livingston Literacy and Technology Center. *These passes are not parking permits and they cannot be used to park while on Southeastern Louisiana University's main campus.* In the event a student or employee of the Livingston Literacy and Technology Center should come on main campus they will be required to pick up a parking decal or temporary parking permit from the University Police Department-Parking Division at that time.

St. Tammany Center Permits – issued to students/employees who attend classes or work only on the St. Tammany Center Campus. These individuals will be issued a permit at no charge for identification and safety purposes. The permits will allow the officer, who works at the St. Tammany Center Campus, to identify Southeastern Louisiana University students and employees, in the event there is a problem on the campus. The permits will be distributed at the St. Tammany Center Campus, so that students and employees will not be required to come to main campus to

obtain the permit. The permits are strictly for use while at the St. Tammany Center. ***These passes are not parking permits and they cannot be used to park while on Southeastern Louisiana University's main campus.*** In the event a student or employee of the St. Tammany Center should come on main campus they **will be required** to pick up a parking decal or temporary parking permit from the University Police Department-Parking Division at that time.

C. Payment of Fees and Refunds for Parking Hang-tags/Decals - Students. The hang-tag/decal fee will be charged to students who indicate a motor vehicle or motorcycle when registering for classes. The fee will be shown on the student's invoice and should be paid along with other registration fees. The invoice, showing that fees have been paid, must be presented at the University Police Department-Parking Division in order to obtain the hang-tag/decal.

Faculty/Staff - Faculty/staff members and employees of other State agencies and/or contracted service providers must pay their fee at the time they obtain their hang-tag/decal at the University Police Department-Parking Division.

Refunds - Once the fee has been paid and a hang-tag or decal has been issued, refunds will **only** be made to graduating students for payment of the initial decal. These students must return the hang-tag/decal to the University Police Department-Parking Division office at the time they request a refund, once graduation status is verified, a refund for the remaining semesters will be issued.

D. Lost or Stolen Parking Hang-tags/Decals

1. If a hang-tag or decal is lost or stolen, a replacement may be obtained for a fee of \$45.00 in the Fall Semester, \$30.00 in the Spring Semester, and \$15.00 during the Summer Semester. If the original hang-tag or decal is found, it must be returned to the University Police Department-Parking Division. The cost of the replacement hang-tag or decal will not be refunded.

2. The person who was issued the hang-tag/decal must report the loss or theft of the hang-tag/decal to the University Police Department-Parking Division immediately after becoming aware of the loss or theft.

3. Anyone misrepresenting the circumstances of the loss or theft of a hang-tag/decal will be subject to student judicial action and/or prosecution in accordance with *Louisiana Revised Statutes*.

E. Proper Display of Parking Hang-tags/Decals

The *hang-tag* must be hung from the inside rear-view mirror with the tag number facing outward. If a folding sun-screen/heat-shield is used in the front windshield of the vehicle, the hang-tag must not be obscured. *Decals for four-wheeled vehicles* must be placed on the interior lower, right (passenger side), front windshield with the number facing outward. The decal must be adhered to the windshield with the manufacturer's adhesive. **It cannot be taped on or adhered in any other way that would allow for removal and/or use of the decal**

in alternative vehicles. All previously expired decals must be removed completely from the windshield before applying the new decal. Violators will be cited. Decals for motorcycles or other two/three-wheeled vehicles must be placed in plain view on the right, front fork.

Individuals with four-wheeled motor vehicles configured in such a way that the hang-tag cannot be displayed in the manner referenced above must submit a written request for an exception to: Director, University Police Department, SLU 10780, Hammond, LA. 70402.

IV. PARKING AREAS

A. Parking Space Defined. A legal parking space is an area in a parking lot, or along the side of a street or roadway, that is bounded by two or more painted white lines and/or a concrete bumper block. Spaces in gravel parking areas are designated solely by the presence of a concrete bumper block.

B. Handicapped Parking Space Defined. A handicapped parking space is an area in a parking lot, or along the side of a street or roadway, that is bounded by two or more painted blue lines and/or a concrete bumper block. These spaces may also be indicated by one or more of the following: International handicapped symbol painted within the blue lines, blue bumper blocks, and a vertically placed sign displaying the international handicapped symbol. *Blue hash marks painted between blue lines or a white line are part of the handicapped parking space.*

C. Faculty/Staff Parking Areas. These areas are indicated in red on the campus parking map, and/or indicated on campus by the following: signs with a red rectangle that state "Faculty/Staff Parking." No one other than faculty and staff may park in these areas between 7 a.m. and 4 p.m., Monday through Friday, on days when University classes are in session.

D. Residential Life Parking Areas. These areas are indicated in maroon on the campus parking map, and/or indicated on campus by signs with a maroon rectangle and a zone number. No one other than residents of student housing facilities may park in these zones between **7 a.m. and 4 p.m.**, Monday through Friday, on days when University classes are in session. Students residing in student housing facilities are restricted to parking in the parking area/zone where they reside only during the Fall and Spring Semesters.

The student housing and residential services parking zones are:

Zone 4: Tangipahoa/Hammond Halls.

Zone 5: Pride Hall, Taylor Hall, Livingston Hall, and Louisiana Hall

Zone 6: St Tammany/Washington Halls.

Zone 7: Zachary Taylor Hall.

Zone 8: Southeastern Oaks Apartment Complex and The Village.

Only residents of Zones 8 may park inside the Southeastern Oaks Complex/The Village regardless of the time and day of the week. All other students and employees must park in their designated areas or in the overflow parking areas located on North Campus. Visitors must park outside the fence at all times.

Parking areas assigned to these student housing facilities may be adjusted based on the need and additional spaces may be assigned to upper-class commuters. Signs will indicate the current allocation of spaces. Overflow for Resident parking is indicated on the Campus Parking Map.

Residential Life Visitors are always welcome and may use any available parking space with the exception of those specially designated as "reserved" or any the Residential Life parking areas. The Residential Life parking areas are for Resident Students only. Residential Life Visitors should visit the University Police Department-Parking Division between the hours of 7:30 a.m. and 5:00 p.m., Monday through Friday, or after hours at the University Police Department-Dispatch Office and obtain a visitor's parking hang-tag at which time they will be asked to provide the name of the Resident they are visiting, Residential Life facility to be visited and expected length of stay. **(Temporary hang-tags/visitor hang-tags are available 24 hours per day.)** The Residential Life student will be responsible for their guest(s) during their stay on campus.

E. Upper-Class Commuter Student Parking Areas. These areas are assigned to students who have earned 30 or more credit hours and who commute to campus from an off-campus residence. These areas are indicated in gold on the campus map, and/or indicated by campus signs with a gold rectangle. No one other than upper-class commuters may park in these areas between 7 a.m. and 4 p.m., Monday through Friday, during the Fall and Spring Semesters on days when University classes are in session.

F. Freshman Commuter Student Parking Areas. These areas are assigned to students who have earned 29 or fewer credit hours and who commute to campus from an off-campus residence. These areas are indicated in brown on the campus map, and/or indicated on campus by signs with a brown rectangle.

G. Handicapped Parking Areas. Handicapped parking spaces are located throughout the campus and are designated by signs having the international handicapped symbol, blue painted lines, blue curbs, or both and are indicated by a blue triangle on the campus map. **They are in effect 24 hours per day every day.** To park in one of these spaces, one must have a State-issued handicapped license plate, placard, or handicapped parking hang-tag, **and the University issued handicapped parking hang-tag.**

H. Motorcycle Parking Areas. These areas are designated on the campus parking map by orange triangles or signs with an orange rectangle on a white background stating, "Motorcycle Parking." Motorcycles may be parked in these motorcycle only areas, or in any regular space, except reserved spaces, based on the operator's classification.

I. Maintenance/Emergency Parking Areas. These areas are indicated on campus with yellow lines, curbs, and/or hash marks. Only authorized University maintenance/emergency vehicles on official university business may be parked in these areas.

J. Reserved Parking Areas. Some individuals and/or departments on campus are assigned reserved parking spaces. These are:

1. Specific University Officials - These spaces are located east of Dyson Hall on Western Avenue (Friendship Circle) and are indicated by signs. Only the individual stated on the signs may park in these spaces.

2. University Police Department/University Housing - There are parking spaces on SGA Drive reserved for visitors having business with the University Police Department and/or the Office of Student Housing. There is a 15 minute time limit for these spaces.

3. Main Building, North Campus - There are parking spaces in the North Campus Main Building Lot reserved for visitors to Enrollment Services.

K. Overflow Parking Areas - These areas are located on North Campus and are available for any student or employee with a registered vehicle who cannot find an available parking space in their designated area(s). These areas are indicated on the campus parking map by a black arrow.

L. Residential Life Overflow Parking Areas – These areas are indicated on the Campus Map and are available for Resident Students with a registered vehicle who cannot find an available space in their designated area(s). Please refer to the Campus Map to determine if your Residential Life Parking Zone has any available overflow areas.

M. Baton Rouge Nursing Center - Parking areas for faculty/staff, students, and visitors are indicated by signs.

N. Changes to Parking Areas - Changes to parking areas will be made due to the start-up of construction projects, low usage by the classification assigned to a parking area, or unforeseen circumstances. Any changes to be made will be announced by one or more of the following methods, in the Lion's Roar, By-Lion, in local and area newspapers, on radio station KSLU-FM 90.9, the Southeastern Channel, and on the University Police Department's web page.

V. PARKING REGULATIONS

A. All student, employee, and visitor vehicles parked on campus must properly display a current parking hang-tag or decal.

B. Between 7:00 a.m. and 4:00 p.m., Monday through Friday, on days when University classes are in session, vehicles must be parked only in those areas that correspond to the type of hang-tag/decal displayed on the vehicle.

C. Students and employees are responsible for informing anyone, including their parents, spouses, siblings and anyone else who may use their registered vehicle on campus of the campus parking and traffic regulations. Any vehicle parked on campus for the benefit /purpose of a specific student or employee must be parked in accordance with the student's or employee's classification and must have an appropriate hang-tag/decal properly displayed. ***The student or employee will be responsible for any campus parking/traffic citations that may be issued to the registered vehicle regardless of who is operating the car.***

D. Parking hang-tags/decals must not be altered or defaced in any manner. This includes changing the wording or the expiration date.

E. Faculty/staff hang-tags/decals **may not be used** by spouses, dependents, or any other individuals regardless of their classification.

F. All motor vehicles must be parked forward in each parking space. (***Do not drive through one parking space to park in the opposite parking space.***) Vehicles must not be backed into a parking space, with the exception of **marked** Southeastern Louisiana University Police Units and Lion Traxx Shuttle Buses.

G. Each parked vehicle must be positioned so that its tires do not rest upon nor cross over the lines that designate the parking space it occupies.

H. Motor vehicles parallel parked on streets must be parked with the flow of traffic.

I. Motor vehicles must not be parked in areas not designated for parking. These include sidewalks, grassy areas, shoulders of streets, areas of parking lots not lined as spaces, and areas in gravel lots that do not have concrete bumper blocks.

J. Motor vehicles must not be parked in such a way that they block crosswalks, sidewalks, service drives, loading zones, handicapped access areas, or legally parked vehicles. Vehicles in violation of this regulation may not only receive a parking citation, but may also be towed at the operator's expense if he/she cannot be located within 30 minutes of a complaint (except in emergency situations).

K. To park a motor vehicle on a sidewalk or ramp at the University Center, the operator must have the permission of the Director, University Center, or the Director, University Police Department.

L. Motorcycles and/or other two or three wheeled vehicles **must not be** secured to trees, light posts, parking sign posts, handicapped access ramps, or stairwell ramp supports. They must be parked in a designated parking space, according to their classification, or in a designated motorcycle-only parking area.

M. Service drives and loading zones are restricted solely for the loading and unloading of vehicles. Vehicles loading or unloading must be attended or have their emergency flashers activated.

There is a fifteen (15) minute time limit for use of the service drives unless otherwise approved by the Director, University Police Department. Parking for

reasons other than loading or unloading is not allowed at any time in the service drives indicated below:

1. Area behind D. Vickers Hall--curbs painted yellow--no parking.
2. Breezeway between the Pottle Music Building and the Music Building Annex.
3. Loading dock and east entrance at the 12 Oaks Campus Dining Facility.
4. West side of the Student Union.
5. Northwest, southwest, and southeast sides of the Kinesiology and Health Studies Building.
6. Power Station (North Oak Street and Student Union Drive).
7. Westside of Sims Memorial Library.
8. Area between Dyson Hall and the 12 Oaks Campus Dining Facility.
9. Northwest and southwest sides and two breezeways of Strawberry Stadium.
10. Clark Hall Annex.
11. Biology Building.
12. Counseling Outreach Clinic.
13. University Center (Section 3 ramp and areas/curbs painted yellow).
14. Northeast side of the Laboratory School, Cate Teacher Education Center.
15. Northwest side of the Dugas Building.
16. Southside of North Campus Building A (Financial Aid/Controller's Office).

VI. MOTOR VEHICLE OPERATING REGULATIONS

- A. The speed limit on campus is 15 miles per hour. Operators of all motor vehicles must observe this speed limit.
- B. Motor vehicles must be operated in a safe and courteous manner at all times. **Operators of motor vehicles are required to obey local and state traffic laws at all times.**
- C. Driving any motor vehicle, including motorcycles, on the grass, sidewalks, walkways, and shoulders of roads is prohibited.
- D. Maintenance, contractor, service, and delivery vehicles are prohibited from driving on sidewalks and grass areas unless specifically authorized to do so by

the Director, Facility Planning; the Director, Physical Plant and Services, and/or the Director, University Police Department.

E. All traffic signs, signals, and/or instructions from a police officer are to be observed at all times. **(Instructions from a police officer take precedence over signs and signals.)**

F. Pedestrians have the right-of-way at all crosswalks.

G. All streets on campus are designated as no-passing. Passing of a moving motor vehicle going in the same direction on a campus street is a moving traffic violation.

H. Acts which create a disturbance in connection with the operation of a motor vehicle on campus are traffic violations. Examples include, but are not limited to: excessive use of the horn, illegal exhaust systems, squealing of tires, excessively loud music, yelling or screaming, or any other act that would tend to create a disturbance. (Registered parades are exceptions.)

I. Driving the wrong way on a one-way street is a moving traffic violation.

J. There is an elementary school zone in effect on North General Pershing Street, Monday thru Friday from 7:00-9:00 a.m. and 2:00-4:00 p.m. on school days.

K. The driver of any motor vehicle operated on campus must always have in his/her possession a valid driver's license, current Motor Vehicle Registration, and proof of insurance as required by state law.

L. Stopping in a travel lane in such a manner so as to impede the flow of traffic is strictly prohibited. (i.e. dropping off/picking up individual and/or conversing)

VII. GOLF CART SAFETY POLICY

This policy applies to all golf carts owned, leased or operated on University premises, by University employees, volunteers, contractors, vendors or agents.

Golf Cart: Any University owned vehicle, regardless of size or energy source, which is intended for use on University premises only; and is used primarily for the transportation of persons or cargo; and is generally recognizable as a passenger or utility type cart, vehicle, "off-road vehicle", club car or conveyance, which is non-licensed.

Policy: Any person who accepts the privilege of operating a golf cart on University premises is deemed, by so doing, to have the knowledge, training and skill to safely operate this vehicle and shall be fully accountable for their actions and the consequences thereof.

University Police may give university employees citations for violations of the safety policy. Vendors and contractors shall face sanctions appropriate to the terms of their contract with the University.

Golf Cart Safety Standard:

1. Golf carts shall be operated with the utmost courtesy, care and consideration for the safety and convenience of pedestrians. Pedestrians shall be afforded the right-of-way at all times.
2. Each requirement of this policy applicable to safety and considerations for care and courtesy shall be applied for person in wheelchairs or any type of mobility assistance device.
3. Golf carts shall be operated in such manner that they do not impede or interfere with normal pedestrian or vehicular traffic flow on roadways, ramps, or sidewalks.
4. Supervisors shall assure that each employee within their unit, who is authorized to operate golf cars, is appropriately advised of all requirements of the University Policy.
5. Supervisors shall obtain, and maintain on file, a statement signed by each employee who has been authorized to operate golf cars, attesting to their knowledge and understanding of the University Golf Cart Safety Policy. (See Golf Cart Safety Information Acknowledgement Form)
6. Supervisors shall assure that employees review the University Golf Cart Safety Policy every three years and shall consider comments and concerns, observed or reported, regarding each operator's compliance with the University Golf Cart Safety Policy at the time of employee performance appraisals.
7. Supervisors shall implement procedures for control of golf carts registered to their department. Such procedures may include the use of "sign-out log" for keys.
8. Golf cart operators shall be responsible for the security of ignition keys for the period that a cart is assigned to them.
9. Golf carts shall be operated within the confines of university premises only.
10. Any individual who is not an employee, agent, agency with contract with the university or volunteer of the university, may not use University golf carts without a signed permission from the budget unit head that is responsible for the golf cart.
11. Since golf carts will not be used in the traditional manner, authorization to operate a golf cart is contingent on the possession of a valid driver's license. Employees shall immediately notify their supervisor if and when their driver's license is suspended or revoked.

12. State employees, officers and agents, contractors, vendors or volunteers to the University are the only passengers permitted on those golf carts intended for the servicing of University buildings and facilities.

13. Supervisors shall assure that golf carts are operated in accordance with the manufacturer's recommendations. Golf carts shall not be modified in any manner that affects the recommended mode of operation, speed or safety of the vehicle.

14. Any golf cart intended to be operated in excess of 15 miles per hour shall be equipped with specific safety features that include, but are not limited to seat belts, windshields, headlights and rear view mirrors. All speed limits shall be observed.

15. Golf carts intended for use between dusk and dawn, regardless of operating speeds, shall be equipped with headlights. Golf carts shall not be used from dusk to dawn.

16. Supervisors shall assure that each golf cart is tagged with the maximum load capacity recommended by the manufacturer. Golf carts equipped with a back carriage shall not be overloaded. Overloading decreases maneuverability and safe operation.

17. Employees shall not operate golf carts owned by other departments unless approval has been granted by the supervisor of the department/unit to which the golf cart is registered.

18. Golf carts shall be equipped with a functional horn if driven on roadway.

19. Golf carts shall be operated in compliance with the common "rules of the road" regardless of whether carts are being operated on sidewalks or roadways.

20. Operators of golf carts which are not equipped with turn indicators shall use appropriate hand signals.

21. All accidents involving golf carts shall be reported to the supervisor, Safety Office and University Police.

22. Each operator shall be responsible to provide timely notification of safety and maintenance concerns to Physical Plant.

23. Golf carts shall be operated in accordance with the following specific rules:

- Golf carts shall not be parked within 6-8 feet of the entrance or exit of any building, except at loading docks.
- Operators shall stop golf carts at all blind intersections and sound horn before proceeding.
- Golf carts shall not be parked in any manner likely to obstruct or interfere with the flow of pedestrian or vehicular traffic.

- Operators shall not drive on University Avenue, North Oak Street or General Pershing unless equipped with seat belts, windshield, lights, turn signals and horn.
- Operators shall not stop (bring to rest) golf carts in the middle of roads or walkways.
- Golf carts shall not be driven through the Student Union Mall.
- Golf carts shall not be driven in buildings.
- Golf carts shall not be driven or parked in breezeway of the Fayard Hall.
- Golf carts shall not be driven in breezeway on the west side of Twelve Oaks Dining Facility.
- Golf carts shall not be parked or driven in covered entrance of Pennington Center.

Golf Cart Safety Instructions:

- All body parts – feet, legs and arms shall be kept inside the vehicle while it is in motion.
- Before starting the vehicle, assure it is not in gear.
- Check the area behind the vehicle before backing up.
- Slow down before and during turns. All turns shall be executed at reduced speeds.
- Observe the limit of two (2) occupants per seat rule.
- Always remain seated and hold on while vehicle is in motion.
- When the vehicle is to be left unattended, turn the key to “off” position. Remove the key and engage the brake.
- Drive the vehicle only as fast as terrain and safety considerations allow.
- Always consider the terrain, existing vehicular and pedestrian traffic conditions, as well as environmental factors that may affect your ability to operate the vehicle safely.
- Avoid sudden stops or change of direction that may result in a loss of control.
- Brake to control speed when traveling down an incline.
- Disconnect the battery charging cable before taking off.

VIII. VIOLATIONS, CITATIONS, FINES, AND PENALTIES

A. City Court - The campus is located within the city limits of the City of Hammond. Violation of State Traffic Statutes and City of Hammond Traffic Ordinances subjects violators to city prosecution. Individuals involved in moving and other violations of traffic statutes/ordinances may be required to appear in the Hammond City Court. Examples of such violations include, but are not limited to:

1. Exceeding the posted speed limit.

2. Reckless or careless operation.
3. Placing illegal equipment on a motor vehicle.
4. Failure to observe traffic signs and/or signals.
5. Disturbing the peace.
6. Illegally parking in a designated handicapped parking space.
7. Excessive loud music from motor vehicles.

B. University Penalties - Penalties for violating University parking and traffic regulations include, but are not limited to:

1. Fines.
2. Immobilization/Towing
3. Suspension of campus driving and parking privileges.
4. Disciplinary probation.
5. Suspension from the University.
6. Employees who have been identified as having violated one or more parking and/or traffic regulations will be subject to administrative action on a case-by-case basis.

C. Establishment of Fines and Issuance of Citations - Parking and traffic citation fines are established by the President's staff. University parking and traffic citations are issued by student parking enforcement officers, student police officers, Parking Enforcement Officers and University Police Officers.

D. Improper Use of Faculty/Staff Hang-tags/decals - The use of a faculty/staff hang-tag/decal by spouses, dependant children, or other individuals, may result in the revocation of the parking hang-tag and limited parking privileges for a period not to exceed six (6) months. (i.e. Textbook Rental)

E. Parking hang-tag/decal violations and fines:

1. Any student possessing a hang-tag/decal that has been reported as lost or stolen, or that has been counterfeited and/or altered, can be referred to the Director, Student Judicial Affairs for disciplinary action and/or charged with violations, which may include but is not limited to, *Louisiana Revised Statute 14:69 - Illegal Possession of Stolen Things*.
2. Anyone reproducing or counterfeiting, and/or attempting to reproduce or counterfeit any University parking hang-tag/decal can be subject to penalties prescribed by *Louisiana Revised Statutes Title 14 - Criminal Code* and/or Copyright laws.

3. Failure to obtain the current academic year parking hang-tag/decals: \$25.00
(If an individual receives this citation and obtains a parking hang-tag/decals within five (5) academic days of receiving the citation, the citation will be voided. This is limited to the initial citation if more than one is received.)

4. Improper display of parking hang-tag/decals--placed other than on rear-view mirror or not facing forward; incorrect location on windshield and number not facing forward; incorrect adhering to windshield: \$25.00

5. Altering, defacing, counterfeiting, or duplicating parking hang-tag/decals in any manner: \$50.00 *(Additionally, the parking hang-tag/decals will be confiscated and the person who obtained the hang-tag/decals will be required to pay for a new hang-tag/decals at the full price. Students will also be required to appear before the Director, Student Judicial Affairs and/or charged with violations, which may include but is not limited to, Louisiana Revised Statute 14:69 - Illegal Possession of Stolen Things.)*

6. Transferring parking hang-tag/decals to another individual, and in the case of decal, transferring the decal to another vehicle/motorcycle: \$25.00

F. Traffic Violations and the fine for each are:

1. Driving in excess of the speed limit: \$50.00-first offense; \$75.00 for second and all subsequent offenses with referral to Director, Student Judicial Affairs with third and all subsequent offenses.

2. Failure to obey the instructions of a University Police Officer(s): \$100.00
(Additionally, students are required to appear before the Director, Student Judicial Affairs.)

3. Failure to stop for a stop sign, red traffic light (signal), barricade gate (tail-gating), or flashing red light (signal): \$50.00-first offense; \$75.00-second and subsequent offenses with referral to Director, Student Judicial Affairs for third and subsequent offenses.

4. All other moving violations: \$50.00-first offense; \$75.00-second and subsequent offenses with referral to Director, Student Judicial Affairs for third and subsequent offenses.

G. Parking violations and the fine for each are:

1. Handicapped parking space violations: \$275.00

2. Other classification violations--parked in faculty/staff space if a student; parked in upper-class commuter space if a freshman commuter or student housing student, or faculty/staff; parked in student housing space if a commuter student, or faculty/staff; parked in a no parking area: \$50.00

3. Parking on or over parking space lines: \$25.00

4. Parking (facing) backwards in parking space: \$25.00

5. Parking on the grass: \$50.00
 6. Blocking loading zones, service drives, sidewalks, crosswalks, and/or handicapped access area: \$100.00
 7. Blocking access to service drive between the War Memorial Student Union and the Pottle Music Building: \$100.00
 8. A vehicle may be towed at the operator's expense if noise from the vehicle's alarm system is causing a disturbance and the operator cannot be located within 30 minutes of a complaint.
- H. Immobilizer - \$100.00 first offense; \$150.00 second offense; \$200.00 third offense. A motor vehicle immobilizer may be placed on a vehicle in one or more of, but not limited to, the following situations:
1. A vehicle that does not display a current parking hang-tag/decal, has received parking citation(s), and the operator of the vehicle has not reported to the University Police Department-Parking Division to identify him/her-self as the person who has received the citation(s).
 2. An individual has been duly notified that he/she is barred from parking on the campus, but he/she continues to park on the campus. (See the Loss of Parking Privileges section below).
 3. A motor vehicle has been found to display an altered, defaced, duplicated, or counterfeited hang-tag/decal, or is displaying a hang-tag/decal that has been reported to the University Police Department-Parking Division as lost or stolen or was issued to another student and/or employee.
 4. A motor vehicle does not display a current hang-tag/decal, does not display any license plate, and/or does not have a Vehicle Identification Number (VIN) that can be read.
 5. A motor vehicle that blocks, hinders, or obstructs a legally parked vehicle, crosswalk, sidewalk, handicapped access area, service drive, or loading zone.
 6. A motor vehicle that is parked in any designated handicapped parking space without an official State handicapped license plate, placard, or hang-tag, and without a University handicapped parking hang-tag.
 7. A rental motor vehicle that is parked on campus and does not display a current hang-tag/decal will be immobilized until the driver reports to the University Police Department-Parking Division to identify him/herself and obtain the proper parking decal and/or hangtag.
 8. A motor vehicle that is being driven by a visitor to campus who has previously been advised during the current Academic Year, of the proper parking procedures that must be adhered to while on campus, yet continues to park illegally and in disregard of the parking rules and regulations that govern

campus, will be immobilized and the visitor is subject to being banned from campus.

9. The immobilizer fine will be charged in cases when a motor vehicle has been parked in such a manner as to present a severe traffic hazard, or has been abandoned, and must be towed at the expense of the owner.

10. A motor vehicle that is immobilized will continue to receive citations for every day that it is immobilized and the individual will be responsible for all fines and fees issued to that vehicle while it is immobilized. The motor vehicle is also subject to being towed at the owner's expense if it has been immobilized for more than 48 hours and the owner/driver has not made any attempt to contact the University Police-Parking Division to identify him/herself and make arrangements to settle the fines and fees associated with the immobilization.

I. Towing

1. The University reserves the right to tow and impound any vehicle at the owner's expense for the following violations:

- An abandoned vehicle in accordance with state law.
- Any vehicle found on campus that has received (5) five or more unidentified citations for failure to properly display a parking permit.
- Parking or stopping in a yellow / no parking zone.
- Parking in such a manner as to constitute a serious hazard to vehicular or pedestrian traffic.
- Parking in a reserved space, area, or handicapped space without authorization.
- Parking on a lawn or sidewalk.
- Vehicles that have been immobilized may be towed after a period of 48 hours has elapsed, if no arrangements have been made to settle the fines and fees associated with the immobilization.
- Barred vehicles that are found to be parked on main campus during their bar period.
- Vehicles parked on campus that are hindering the performance/function of the University.

2. A towing fee of \$75.00 and additional storage fees will be assessed daily. These fees do not include any outstanding citations owed to the University.

3. The owner and/or operator of the impounded vehicle is responsible for the cost involved in towing, impounding, and storing of the vehicle.

4. Towing and impoundment (storage) fees must be paid in cash, check, or credit card, unless other arrangements for payment are approved. Assessed fees must be paid between the hours of 7:45 am and 4:30 pm, Monday-Friday, except for holidays, at the Controller's Office in Building A, North Campus, (985) 549-2068.

5. Impounded vehicles will only be released by the University Police Department-Parking Division upon verification of the owner and/or operator's valid driver's license and presentation of a receipt for payment in full of the assessed towing and impoundment fees.

6. The University is not responsible for any damages to vehicle or the theft of contents/equipment, because of towing or impoundment.

J. Notification of Violators, Payment Rules, and Results of Non-payment of fines:

1. Payment of a parking and/or traffic citation(s) must be made within five (5) academic days of the issuance of the citation or it will be considered delinquent. (An email will be forwarded to an individual after a citation has been issued to their hang-tag/decal informing the student/employee to check their account on the LEO net.)

2. The University Police Department will endeavor to identify all individuals who park a motor vehicle on campus that does not display a current parking hang-tag/decal and receives a parking citation(s). If the person is identified as a student or faculty/staff member, the violation will be posted to the student's or to the faculty/staff member's parking record. An email will be forwarded to the individual, informing the student/employee to check their account on the LEO net. ***There is no statute of limitations with regards to parking violations.**

3. If an individual does not receive a parking citation that has been properly issued, it does not relieve the individual of any fine resulting from the issuance of that citation.

4. Students who do not pay delinquent parking and traffic citation fines will have a "hold" placed on their academic transcript and/or diploma and will not be allowed to register for classes until all fines are paid.

5. Faculty/staff who do not pay outstanding parking and traffic citation fines will have the amount of the fine(s) deducted from their last pay check of the fiscal year or their final paycheck upon resignation/termination from the university.

J. Parking Probation - An individual will be placed on parking probation after he/she receives a parking citation on five (5) separate dates (days) during the current academic year (August through July). Payment of one or all of the citation fines will not have any impact on the individual being placed on parking probation.

K. Loss of Parking Privileges (Bar Status) - An individual will be placed on Bar Status after having been placed on probation and having received a parking citation on the sixth separate date (day) during the current academic year (August through July). ***Payment of one or all of the citation fines will not have any impact on the individual being placed on Bar Status.*** The individual will remain barred from parking on campus until all outstanding parking citation fines are paid. During the first bar period of (2) two weeks, the individual may park in the **Textbook Rental Book Store Parking Area** located on North Campus. If

an individual is barred a second time, the bar period will be (1) one month and a third time will result in the loss of parking privileges until the end of the Academic Year. If a barred vehicle is found to be parked on campus during the bar period, it is subject to being immobilized and/or towed at the owner's expense.

IX. APPEALS

A. Any individual desiring to appeal a parking/traffic citation must submit his/her appeal to the University Police Department-Parking Division within five (5) academic days of the date of the citation(s). Appeal forms are available at the University Police Department-Parking Division from 7:30 a.m. until 5:00 p.m., Monday through Friday.

B. The citation being appealed will remain on the individual's account until after a decision has been rendered at which time, if the appeal is approved by the Parking and Traffic Appeals Committee, the citation will then be voided and removed from the individual's account

C. An appeal will not be considered if one or both of the following administrative requirements are not met:

1. The appeal form must be submitted within the five (5) business day period mentioned above.
2. The appeal form must be properly completed and the citation(s) must be attached.

D. Only the individual who obtained the hang-tag/decal can appeal a citation issued against it. In the event the vehicle does not display a parking hang-tag/decal, only the individual who operates the vehicle on campus may appeal a citation(s) issued to the vehicle.

E. Although all parking and traffic citation appeals will be considered, those received on the following grounds are typically insufficient, on their own, for the Parking and Traffic Citation Appeals Committee to approve the appeal.

1. Lack of knowledge/understanding of the regulations.
2. Legal parking space was unavailable.
3. Improper display or failure to display the current parking hang-tag/decal.
4. Inclement weather.
5. Late arrival for class, meeting, or appointment.
6. Parking in a handicapped space without the appropriate State and University documentation.

X. BICYCLES

A. General Information.

1. Individuals **must** register their bicycle with the University Police Department-Parking Division if they are to be on campus. There is no charge for this registration. The bicycle decal will be in effect as long as the individual is currently enrolled/employed at Southeastern. Individuals wishing to register a bicycle will need to have all of the appropriate information for the bicycle (i.e. serial number, make, style, color). Anyone operating a bicycle on campus without a Southeastern Louisiana University bicycle decal may be cited.
2. If a bicycle is operated off-campus, the owner must register it with the Hammond Police Department. There is a \$5.00 fee for this registration. If a person operates a bicycle off-campus without this registration, they may be cited by the Hammond Police Department for not registering the bicycle.
3. Bicycle parking racks are located throughout the campus for the convenience of those who wish to use them.
4. Persons operating bicycles on campus should not lock their bicycles in any way to a tree, light post, sign-post, handicapped access ramp, or stairwell ramp support.
5. If a person does lock or secure his/her bicycle to any of the above, the bicycle lock or chain may be cut by a University Police Officer and the bicycle confiscated until the owner reports to the University Police Department to claim the bicycle.

B. Bicycle Traffic Regulations.

1. Like operators of motor vehicle, bicycle operators must obey all traffic signs, signals, and/or instructions from a police officer. (*Instructions from a police officer take precedence over signals and signs.*)
2. The bicycle must have a fixed, regular seat.
3. The operator must keep one hand on the handlebars at all times.
4. The bicycle must be equipped with operational/functional brakes.
5. If the bicycle is operated on a sidewalk, the operator must yield to pedestrians.
6. Bicycles on campus must always be operated at a safe speed.

C. Abandoned Bicycle Policy.

Abandoned is defined as: the bicycle has not moved before, during, or after the semester and therefore, is not being used (including working bicycles and bicycle parts, such as tires, rims and frames).

Fourteen days prior to the end of each Spring Semester, abandoned bicycles will be tagged with a bright green tag. This tag includes printed instructions advising the owner of the bicycle how to claim it and a date to let the owner know when the bike was tagged. The tag will advise the owner that he/she has fourteen days to claim the bicycle, and or remove it. The University Police Department will also attempt to contact the owner via e-mail and/or telephone advising the same if the owner has properly registered the bicycle and provided contact information. If after the fourteen days, the bicycle remains unclaimed, it will be disposed of in the following manner.

If the bicycle is not useable (i.e., missing tires, rim, seat, chain or any other means of making the bicycle unusable), the bike will be deposited in the scrap metal dumpster located at the physical plant.

If the bicycle can be ridden, it will be logged in the **Abandoned Bicycle Book** at the University Police Department Station, and kept for thirty days in a storage area maintained by the University Police Department. The bicycle will be advertised in *The Lion's Roar* for two weeks. After the ad has run, and an additional fourteen days has passed, the Property Custodian of the University Police Department will contact the state to pick up the bicycle for disposal.

Please remember to remove all bicycles from campus by the end of each Spring Semester.

X. SAFETY HINTS

- A. Ensure you have your keys, then lock the doors to your vehicle when you leave it.
- B. Leaving books, purses, briefcases, book bags, CDs, cassette tapes, and other valuable items in plain view inside your vehicle is an invitation to a thief. Place your books, clothing, etc., in the trunk of the vehicle or beneath the seats.
- C. After parking your vehicle at night, or on rainy, foggy, or otherwise limited visibility days, ensure that you turn off the vehicle's lights.
- D. Use caution when backing from a parking space.
- E. Use caution at pedestrian crosswalks.
- F. Never pick up a hitchhiker.
- G. Obey all speed limits.
- H. Carry a spare set of keys to your motor vehicle in your wallet or purse.
- I. Buckle your seat belt whenever you are driving your motor vehicle--IT'S THE LAW IN LOUISIANA.

XII. ACCIDENTS AND EMERGENCIES

A. If there is an urgent need for assistance, call the University Police Department at: 985-549-2222.

B. Report other accidents or incidents to the University Police Department at: 985-549-3835.

**Please note there are 42 (forty-two) blue phones strategically located at various locations on campus that can be used to report emergencies/incidents to the University Police Department.*

C. Locked vehicles - Due to insurance liability reasons, the University Police Department cannot attempt to unlock any vehicle with any device, emergency situations excepted. Being late for an appointment or for work does not constitute an emergency. A locksmith or wrecker service will be requested to assist anyone who is stranded with a locked vehicle situation.

D. Mechanical Failure - The University Police Department will attempt to assist any stranded motorist with a dead or low-charged battery by using a jump box. The department does not accept responsibility for any damages to the vehicle that may occur.

IMPORTANT TELEPHONE NUMBERS

UNIVERSITY POLICE (EMERGENCY)	985-549-2222
(NON-EMERGENCY)	985-549-3835
(PARKING ADMINISTRATION)	985-549-5695

STUDENT HOUSING/RESIDENTIAL SERVICES	985-549-2118
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THOMPSON HEALTH CENTER	985-549-2241
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UNIVERSITY COUNSELING CENTER	985-549-3894
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ACADIAN AMBULANCE	1-800-259-1111 or 511
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HAMMOND POLICE DEPARTMENT	985-542-3500 or 911
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TANGIPAHOA SHERIFF'S OFFICE	985-345-6150 or 911
	985-549-1603 or 911
	985-748-3371 or 911

AREA LAW ENFORCEMENT EMERGENCY TELEPHONE NUMBERS

Hammond Police Department	985-542-3500 or 911
Tangipahoa Parish Sheriff's Office	985-345-6150 or 911

Troop A, Louisiana State Police (Baton Rouge)	225-754-8500
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Troop B, Louisiana State Police (Kenner)	504-471-2775
Troop C, Louisiana State Police (Gray)	985-857-3680
Troop L, Louisiana State Police (Mandeville)	985-893-6250

Sheriff Offices

Ascension Parish	225-473-8673 or 911
Assumption Parish	985-369-2912 or 911
Avoyelles Parish	318-253-4000 or 911
Concordia Parish	318-336-5231 or 911
East Baton Rouge Parish	225-389-5000 or 911
East Feliciana Parish	225-683-3313 or 911
Iberia Parish	337-369-3714 or 911
Iberville Parish	504-687-5125 or 911
Jefferson Parish - East Bank	504-832-2300 or 911
- West Bank	504-376-2582 or 911
Lafourche Parish	985-532-2808 or 911
Livingston Parish	225-686-2241 or 911
Orleans Parish (New Orleans Police Department)	504-827-8505
Plaquemines Parish	985-564-2525
Pointe Coupee Parish	225-694-3737 or 911
Rapides Parish	318-473-6700 or 911
St. Bernard Parish	504-271-2502 or 911
St. Charles Parish	985-783-6807 or 911
St. Helena Parish	225-222-4413 or 911
St. James Parish	225-562-2200 or 911
St. John the Baptist Parish	985-652-6338 or 911
St. Landry Parish	337-948-6516 or 911
St. Martin Parish	337-397-3071 or 911
St. Tammany Parish	985-898-2340 or 911
Terrebonne Parish	985-876-2500 or 911
Washington Parish	985-839-3434 or 911
West Baton Rouge Parish	225-343-9234 or 911
West Feliciana Parish	504-635-3241 or 911