

Parking & Traffic Regulations 2012-2013



Motor Vehicle Ordinances

It is unlawful to furnish the Campus Police Parking & Traffic Division with fraudulent information which would restrict the proper issuance of a parking permit.

Pedestrians have the right of way on campus at all times.

Operation and parking of vehicles on sidewalks or other property designated for those uses is strictly prohibited.

Operator's Responsibility

You must familiarize yourself with and follow all parking and traffic regulations.

All other state and local traffic regulations apply on campus.

The maximum speed limit on campus is 20 mph. The speed in all parking lots is 10 mph.

Lock your vehicle at all times and store your valuables out of sight. The University assumes no responsibility for any vehicle or its contents at any time while operating or parking on University-owned or controlled property. Taking personal responsibility for your safety and your belongings will reduce the number of crimes on campus.

Car accidents must be reported to SUNO Police immediately. Do not move your vehicle until the police have arrived and taken a report. When reporting an accident, include the name(s) of the driver(s), and driver's license number(s) of all parties involved. If the other party is absent: make an immediate report to SUNO

Police to avoid being charged with a hit and run accident. A few days after the report is taken, you can receive a copy from SUNO Police. You can use this report to file with your insurance company.

The University is not responsible for damage to vehicles caused by another in the process of driving and/or parking on campus. All vehicles are operated or parked on campus at the owner's risk.

All vehicles operated on campus must be in safe working condition.

I. Definitions

- A. **CAMPUS:** Includes all property owned and operated by Southern University at New Orleans.
- B. **UNIVERSITY-REGISTERED MOTOR VEHICLE:** Describes self-propelled motor vehicles bearing a SUNO registration permit, properly displayed.
- C. **COMMUTER:** Includes all University students who drive from their off-campus residence to the University.
- D. **RESIDENT:** Includes all University students living in a residence hall or University apartment.
- E. **UNIVERSITY YEAR:** That period of time beginning the first day of classes following fall semester registration through the last day of summer session.
- F. **VISITOR:** Any person who is not a student or employee of the University.
- G. **GENERAL PARKING AREAS:** Valid parking for all University registered vehicles.

II. Motorcycles/Motor Scooters/Motorbikes/Mopeds

Motorcycles, motor scooters, motorbikes and mopeds are considered motor vehicles which are subject to the following additional regulations:

- A. Must be registered with the Campus Police Parking Division; (vehicle registration and proof of insurance is required).The permit must be properly displayed on the windscreen. If the vehicle is not equipped with a windscreen, the permit must be placed in an easily visible location on the front of the vehicle. It is the responsibility of the vehicle's owner to insure that the permit is easily visible to avoid being ticketed.
- B. Must have proper safety equipment as specified by the Louisiana Vehicle Code.
- C. All riders must wear safety helmets as specified by the Louisiana Vehicle Code.
- D. Vehicle may not be parked or stored in any campus building or entrance.

III. Bicycles

- A. Bicyclists are encouraged to register their bicycles with the Campus Police Parking Division.
- B. Must use the roadway or sidewalk, when operated on campus, giving pedestrians the right of way.
- C. Persons riding bicycles must abide by all traffic laws.

IV. Registration of Motor Vehicles

- A. All students, faculty, staff and visitors operating a vehicle on campus must have it registered with The Campus Police

Parking & Traffic Division located in the Maintenance Building (Park) South Campus.

- B. Motor vehicles must be operated according to the ordinances outlined.
- C. Vehicle registration payment is made at the University Comptroller's Office between the hours of 8 a.m. and 5 p.m. Monday through Friday, except holidays.
- D. Motor vehicles brought on campus during the semester must be registered immediately.
- E. Any visitor or operator of an unregistered vehicle on campus must report to Campus Police for a temporary or visitor parking permit. Arrangements for temporary or visitor registration may be done 24 hours a day, seven days a week.
- F. Any person who has been issued a valid State handicapped tag may park in any designated handicapped parking spot. The University requires that the person register their vehicle with the Parking & Traffic Division.

V. Visitors

- A. Visitors may use any of the marked "visitor" parking spaces on campus without registration. Visitors may also park in any of the public parking areas which surround the University.
- B. Arrangements for extended parking must be made by contacting Campus Police. Visitors will be assigned a designated lot.
- C. Visitors receiving tickets on campus should pay them at the University Comptroller's Office.

VI. Registration and Identification of Motor Vehicles

A. Registration Fees:

- 1) Faculty Reserved Parking \$100.00 per Academic year.
- 2) Faculty Preferred Parking \$50.00 per Academic year
\$15.00 for additional vehicle.
- 3) Faculty General Parking \$25.00 per semester \$15.00
for additional vehicle.
- 4) Student General Parking \$15.00 per semester \$15.00
for additional vehicle.
- 5) Residence Parking \$25.00 per semester \$15.00
for additional vehicle.

*Preferred faculty parking is located in parking lots D & E.

*Preferred student parking is located in parking lot E.

*Residence parking permits will also be allowed to park in general parking lots.

*Parking locations:

Park Campus	Lot A	Reserved
Park Campus	Lot B	General parking
Park Campus	Lot C	Public parking
Park Campus	Lot D	Preferred Faculty & Staff/ Reserved
Park Campus	Lot E	Preferred Student, Faculty & Staff
Park Campus	Lot F	General parking
Park Campus	Lot G	General parking
Park Campus	Lot H	General parking (Handicapped Only)
Lake Campus	Lot 2	General parking
Lake Campus	Lot 3	General parking
Lake Campus	Lot 4	General parking (Faculty Only)
Lake Campus	Lot 5	General parking
Lake Campus	Lot 6	General parking
Lake Campus	Lot 7	General parking

- B. **Permit Location:** Registration permits are to be displayed on the inside rear windshield, lower left-hand corner (driver's side). **Permits located other than in lower right-hand corner will not be considered valid.**
- C. **Changes:** Changes in license plate number and/or address must be reported to Campus Police immediately.
- D. **Outdated Permits:** Must be removed from vehicle. **If more than one SUNO permit is on a vehicle, none will be considered valid.**
- E. **Transferring of Permits:** Transferring of permits from one person to another is prohibited. The parking registration permit can only be transferred from one vehicle to another by the Campus Police Department. The owner must remove and turn in the old, valid permit to the Campus Police Department. The Campus Police Department will then exchange it, issuing a new one and registering the new vehicle to the permit.

VII. Parking & Traffic Regulations

- A. Parking on city streets is covered by City of New Orleans ordinances.
- B. No parking is allowed on any University street.
- C. Students must park in lots designated for general parking. Students are not allowed to park in lots or spaces designated for faculty and staff
- D. Parking is prohibited along all roadways or where no legal space exists.
- E. Driving or parking on sidewalks is prohibited.
- F. Parking or driving on lawns or seeded areas is strictly prohibited at all times.
- G. **Vehicles parked in violation of any ordinance may be removed at the owner's expense.**

- H. Stopping, standing or parking vehicles within 15 feet of a fire hydrant is prohibited and will be removed at owner's expense.
- I. It is unlawful to stop, stand or park a vehicle in such a manner as to impede exiting from any University building.
- J. A parking decal does not guarantee a parking space; it allows parking on campus property.

VIII. General Information

- A. The individual registering a vehicle with the University shall be held responsible for any parking violation committed.
- B. All vehicles must have a current state vehicle registration, license plate, vehicle insurance and a valid SUNO permit to be operating on Southern University at New Orleans property.

IX. Payment of Fines

- A. All fines are payable within fifteen (15) days in person at the Comptroller's Office or they may be paid by mail (check or money order) or a \$15 late fee will be added. Payment of the fine, either in person or by mail, constitutes an admission of responsibility to the indicated offense and waiver of a hearing and appeal on the offense.
- B. Questions regarding specific parking tickets received should be directed to the Campus Police Parking & Traffic Division, Monday through Friday from 8 a.m.-4:30 p.m.
- C. Failure to pay fines will result in a "hold" on your academic records, placing the balance of fines on your student account.

X. Appeals

Any appeal of any violation received must be filed within 15 calendar days of the violation to be considered. If the Chief of Campus Police finds that the violation issued was written in error, the Chief could revoke the violation. All other appeals will be forwarded to the Parking Appeals Committee for their consideration. The Appeals Committee is comprised of students, staff and faculty members, who meet on a regular basis to consider written appeals. Decisions of the Appeals Committee are final. If an individual wishes to address the committee in regards to a decision, he/she may make arrangements through the Campus Police Parking Division to appeal to the Appeals Committee at their next scheduled meeting. Appeals based on the following are not acceptable:

- 1) lack of knowledge of the regulations
- 2) Forgetfulness
- 3) Inability to find a legally marked parking space.
- 4) operation of the vehicle by another person
- 5) Failure of officer to ticket previously for same offense.
- 6) Disagreement with parking and traffic regulations.



XI. Schedule of Fines

<u>Code</u>	<u>Offense</u>	<u>Fine</u>
01	Warning	\$00
02	Parking in Reserved Space/ Parking in Lot Other Than Assigned	\$10
03	Improper Overnight Parking/ Abandoned Vehicle	\$10
04	Parking in Handicap Zone	\$75
05	Reproducing Permit	\$50
06	Failure to Obey Traffic Sign	\$20
07	Failure to Register Vehicle/Display Permit	\$10
08	Parking in Loading Zone	\$20
09	Parking in Fire Zone	\$75
10	Blocking Other Vehicles	\$20
11	Speeding	\$50
12	Careless Operation	\$50
13	Failure to Obey an Officer	\$50
14	Double Parking	\$20
15	Parking in Prohibited Zones (signs posted)	\$20
16	Parking on Grass or Side Walk	\$20
17	Blocking Driveway, Walkway or Access Road	\$20
18	Fraudulent Registration of Vehicle	\$50
19	Leaving the Scene of Accident Without Proper Notification	\$20
20	Driving in Areas Other Than Those Designated for Vehicular Traffic	\$50
21	Failure to Possess Valid Vehicle Insurance	\$50
22	Failure to Possess/Display Valid Driver's License or State Vehicle Registration	\$20
23	Service Charge for Towing/Immobilization	\$30
24	Tampering with Immobilization Device	\$50
25	Improper Parking	\$10
26	Loud Music/Excessive Noise	\$20
27	Improper Use of Parking Permit	\$10
28	Vehicle Leaking Oil or Other Fluid	\$10

XII. Offense Definitions

- 01. Warning:** A warning ticket may be issued for any violation. No fine is imposed. First time violators may still be issued citations and not a warning.
- 02. Parking in Reserved Space/ Parking in Lot Other Than Assigned:** Parking in any space or lot, other than that which was designated according to the vehicle registration permit.
- 03. Improper Overnight Parking/ Abandoned Vehicle:** Leaving vehicle parked on campus overnight without proper authorization.
- 04. Parking in Handicap Zone:** Parking in any space designated for handicapped parking, without properly displaying a handicapped tag or license plate.
- 05. Reproducing Permit:** Photocopying or creating any fraudulent parking permit.
- 06. Failure to Obey Traffic Sign:** The failure to obey traffic control signs and devices.
- 07. Failure to Register Vehicle/Display Permit:** Vehicle not registered with Campus Police and/or No permit properly displayed.
- 08. Parking in Loading Zone:** Parking any area designated as a loading zone.

- 09. Parking in Fire Zone:** Parking any area designated as a fire zone.
- 10. Blocking Other Vehicles:** No vehicle shall park in such a way as to inhibit parked vehicles from accessing the roadway.
- 11. Speeding:** The operation of a vehicle at a speed greater than is reasonable and prudent under existing conditions. The speed limit on all parking lots is 10 miles per hour; in all other areas, 20 miles per hour unless otherwise posted.
- 12. Careless Operation:** Reckless driving and/or endangering life or property.
- 13. Failure to Obey an Officer:** The failure to obey the direction on an officer or other person designated to direct or control traffic.
- 14. Double Parking:** Parking in street, roadway or passageway parallel to a legally parked vehicle.
- 15. Parking in Prohibited Zones (signs posted):** Parking in any location where a posted sign prohibits doing so.
- 16. Parking on Grass or Side Walk:** Parking any vehicle, including motorcycles, mopeds, or scooters on any sidewalk, grass or walkway on university property.
- 17. Blocking Driveway, Walkway or Access Road:** Blocking or creating any unnecessary or unauthorized barrier which would impede the use or flow of pedestrian traffic on any sidewalk or walkway and any vehicular traffic on any access road or drive way.

- 18. Fraudulent Registration of Vehicle:** Providing any fraudulent information which would cause the Campus Police Department to issue a parking permit for a vehicle which otherwise would not have been issued.
- 19. Leaving the Scene of Accident Without Proper Notification:** The intentional act of leaving the scene of an accident without notifying campus police of the accident.
- 20. Driving in Areas Other Than Those Designated for Vehicular Traffic:** The operation of a vehicle on the grass, sidewalk, construction area or any other road not designated for vehicular traffic.
- 21. Failure to Possess Valid Vehicle Insurance:** The operation of a vehicle on university property without valid vehicle insurance.
- 22. Failure to Possess/Display Valid Driver's License or State Vehicle Registration:** The operation of a vehicle on university property without a valid driver's license or state vehicle registration.
- 23. Service Charge for Towing/Immobilization:** An added charge to a vehicle that has been towed or immobilized.
- 24. Tampering with Immobilization Device:** The attempt or completed act of tampering or removal of an immobilization device.
- 25. Improper Parking:** Parking so that any portion of a vehicle is outside the marked limits of a parking space.

- 26. Loud Music/Excessive Noise:** Operation of a vehicle causing loud or unnecessary noise, such as loud mufflers, horns, P.A. systems, music, etc.
- 27. Improper Use of Parking Permit:** Loaning or selling of a parking permit to or for a non-affiliated person.
- 28. Vehicle Leaking Oil or Other Fluid:** The operation or parking of a vehicle that is leaking oil, gas or other fluid on campus.

XIII. Enforcement

- A. The enforcement of these ordinances will be performed by officers of the SUNO Police Department.
- B. It is the responsibility of all individuals operating or parking a vehicle on campus to familiarize themselves with these ordinances. **Tearing down or larceny of signs will not alter parking restrictions and violations will be enforced.**
- C. At times, traffic laws inconvenience individuals, but in such cases it should be remembered that these laws are for the general good, and all should willingly comply in the interest of the orderly functioning of the University.
- D. Persons accumulating 5 or more citations during the academic year will be turned over to the University Disciplinary Committee.

XIII. Vehicle Gasoline Leaks

- A. No vehicle shall be brought on campus while leaking gas or other flammable liquids.
- B. If a vehicle is leaking gas or any flammable liquids, the owner will be ordered to have the vehicle removed from campus until the necessary repairs are made.
- C. If the owner cannot be located in a timely manner, the vehicle will be towed to a safe location until the owner claims the vehicle after paying all fines and/towing fees.
- D. It is each person's duty to notify the Campus Police Department if a vehicle is observed leaking gas or other flammable liquid.
- E. Gas leaks create a fire hazard and pose a threat to our environmental well-being.

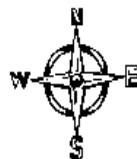
XIV. Towing, Impounding, Immobilizing and Judicial Action

The University reserves the right to immobilize, remove, impound, or ban any vehicle from campus for the following reasons:

- Three (4) unpaid tickets.
- Parking fines totaling more than \$100.00.
- Noncompliance with safety/legal requirements.
- Abandoned vehicle (more than three days) or an inoperable vehicle.
- Vehicles impeding the flow of traffic or emergency vehicles.
- Vehicles parked in Reserved spaces or restricted areas.

If your vehicle is towed and/or impounded, you must resolve any outstanding tickets issued by the University, as well as any cost associated with towing and storage of your vehicle. If your vehicle is immobilized, you must resolve any outstanding tickets and pay the service charge for immobilization prior to the device being removed. Repeat violators could also be subject to other internal and external judicial processes.

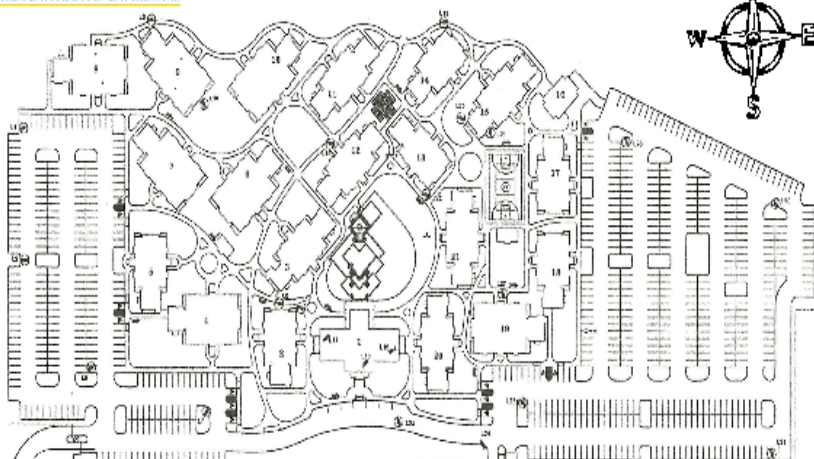




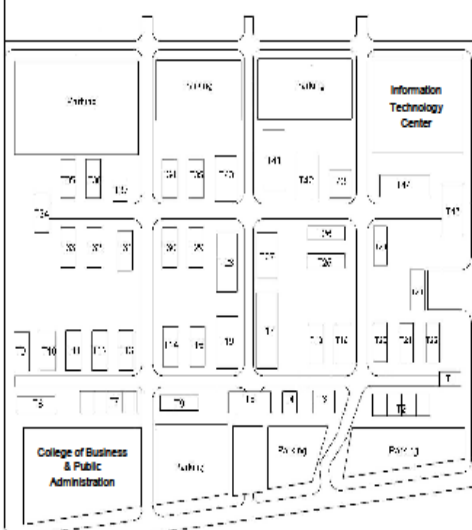
SUNO
SOUTHERN UNIVERSITY OF NEW ORLEANS

PARK CAMPUS

- Administration Building - 2
- Brown Hall (Old Science Building) - 6
- Cafeteria (Knight Dining Hall) - 1
- Health & Physical Education Building (Gym a.k.a. The Castle) - 11
- Maintenance Building - 4
- Multipurpose Building - 5
- New Science Building - 7
- BUILDINGS NOT IN USE**
- Central Plant - 10
- Clark Hall (Education Building) - 8
- Leonard S. Washington Memorial Library - 3
- University Center - 9



STUDENT & FACULTY HOUSING



TEMPORARY CLASSROOMS & OFFICES

Information Technology Center and College of Business & Public Administration buildings, under construction

- T = TRAILER
- ARTS & HUMANITIES (FACULTY) - 136
- BOOK STORE - 43
- BUSINESS LAB - 28C
- CAMPUS POLICE (SUNO POLICE DEPARTMENT) - 78
- CAREER COUNSELING/VETERANS AFFAIRS - 228
- CHEMISTRY LAB - 62A
- CLASSROOMS - 2A, 2B, 6, 7C, 8, 9, 10, 11, 12, 13, 14, 15, 16, 18B, 24, 25 & 28
- COMPREHENSIVE COMMUNICATIONS (CENTER FOR) - 28A & 28B
- COMPUTER LAB - 17
- DISABLED STUDENT SERVICES - 198
- EDUCATION & HUMAN DEVELOPMENT (COLLEGE OF) - 44 (Faculty 48 & 1)
- EDUCATIONAL TALENT SEARCH PROGRAM - 38
- FINANCIAL AID - 25
- GENERAL SERVICES - 19A
- HEALTH INFORMATION MANAGEMENT SYSTEMS - 318
- HEALTH & WELLNESS CENTER - 3
- INFORMATION TECHNOLOGY CENTER (TEMPORARY) - 20 (Main) & 15
- LIBRARY - 27 (Circulation Desk), 40A & 41
- MEETINGS ROOMS - 6
- MUSEUM STUDIES - 28A
- RESTROOMS - 32, 4, 7A, 17, 48B & 49B
- SMALL BUSINESS DEVELOPMENT & MANAGEMENT INSTITUTE - 14
- SOCIAL WORK (SCHOOL OF) - 33 (Faculty 31A, 32, 35)
- SOUTHERN UNIVERSITY/SUNO AGRICULTURAL CENTER - 308
- STUDENT ACTIVITIES - 22A
- STUDENT AFFAIRS - 2C
- STUDENT DEVELOPMENT CENTER - 19A
- STUDENT GOVERNMENT ASSOCIATION - 21A
- STUDENT SUPPORT SERVICES - 20A
- SUNO OBSERVER - 21B
- UNIVERSITY CENTER - 19C
- UPWARD BOUND - 20B

Parking Permit Hours

Monday	Closed
Tuesday	9:00a.m. to 12:00p.m. 2:00p.m. to 4:30p.m.
Wednesday	9:00a.m. to 12:00p.m. 2:00p.m. to 4:30p.m.
Thursday	9:00a.m. to 12:00p.m. 2:00p.m. to 4:30p.m.
Friday	Closed
Saturday	Closed
Sunday	Closed



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