



## Campus Mobility and Parking Policy

Policy #:	SA007.2
Policy Type:	University
Responsible Executive:	VP for Business Affairs
Responsible Office:	University Police
Originally Issued:	January 7, 2016
Latest Revision:	August 19, 2025
Effective Date:	August 19, 2025

### I. Policy Statement

This policy promotes sustainable and responsible vehicle operation and parking on campus. It outlines parking regulations, requirements, and enforcement to ensure safe and accessible parking for students, faculty, staff, and visitors.

### II. Purpose of Policy

- Ensure efficient use of parking resources through clear registration and zoning rules.
- Define permissible vehicles and their designated areas.
- Empower the University Police Department (UPD) to enforce compliance and outline consequences for violations.

### III. Applicability

This policy applies to all individuals operating or parking vehicles on university property.

### IV. Key Definitions

- **Visitors:** Non-students, faculty, or staff visiting campus.
- **Faculty/Staff:** University and affiliated organization employees.
- **Resident:** Students living in campus residence halls.
- **Special Accommodations:** Individuals with valid state-issued handicap permits.
- **Reserved Parking:** Spaces marked by UPD for specific positions, available 24/7. These spaces include: President, Vice Presidents and Deans.
- **Moving Violation:** Offenses like reckless driving, DUI, drag racing, or speeding.
- **Permit:** Official authorization (decal or hang tag) for campus vehicle operation.

### V. Policy Procedure

#### Vehicle Registration

- **Requirement:** All vehicles must be registered and display official decals/hang tags within 24 hours of campus operation.
- **Fee:** A registration fee applies each academic term and is subject to change.
- **Eligibility:** Only the licensed driver operating the vehicle may register it.
- **Exemptions:** University-owned vehicles with official insignia.
- **Additional Vehicles:** Must be registered with UPD; temporary permits available at no cost.

### Permit Responsibilities

- **Display:** Permits must be visible and correctly placed.
- **Return:** Faculty/staff must return permits upon resignation or termination.
- **Accountability:** Individuals are responsible for all vehicles registered under their address.

### Parking Zones & Restrictions

- **Authorization:** Permits grant access only to designated zones; parking is not guaranteed.
- **Restricted Hours:** Monday–Thursday, 7:30 a.m.–5:00 p.m.; Friday, 7:30 a.m.–11:30 a.m.
- **Residential Lots:** Exclusive to on-campus residents at all times.
- **Short-Term Parking:** 20-minute parking strictly enforced.

### Special Accommodations & Visitors

- **Handicap Parking:** State-issued tags must be displayed behind university permits.
- **Visitor Parking:** Temporary permits available 24/7 from UPD. Visitors may park in any legal space except reserved and handicap areas.
- **Group Parking:** Must coordinate with UPD two weeks in advance.

### Other Vehicles

- **Motorcycles:** Permits required; park in designated motorcycle zones only.
- **Bicycles:** Must be registered and parked at bicycle racks.
- **Electric Scooters/E-Bikes/Hoverboards:** Not permitted on campus.

## **VI. Liability**

The University assumes no responsibility for the safety or security of any vehicle or its contents while on campus.

## **VII. Enforcement**

### **General Regulations**

- Only registered vehicles with valid permits may park on campus.
- Parking in unauthorized areas, including sidewalks, grass, and loading zones, is prohibited.

### **Violations & Penalties**

- **Bicycle/Motorcycle Violations:** Improper parking may result in impoundment.
- **Towing Rights:** The university may tow vehicles posing hazards or obstructing traffic. Owners bear all related fees.
- **Fines:** Responsibility for fines lies with vehicle owners or registrants.
- **Multiple Violations:** Vehicles with five violations may be immobilized or towed.
- **Nonpayment:** Unpaid fines may result in registration holds and transcript withholding.
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- **Legal Proceedings:** State citations will be referred to the 4th Judicial District Court.

## VIII. Policy Management

Managed by the University Police Department.

## IX. Exclusions

Official university vehicles are exempt from having to display a hang tag or decal.

## X. Effective Date

This policy is effective on the date signed by the University President.

## XI. Adoption

This policy is hereby adopted on this 19th day of August 2025.

Recommended for Approval by:

Approved by:



Dr. Bill Graves, VP for Business Affairs



Dr. Carrie Castillo, President

## XII. Appendices, References and Related Materials

### Vehicle Registration

- [Vehicle Registration Info](#)
- [Vehicle Registration: Students](#)
- [Vehicle Registration: Faculty/Staff](#)
- [Permit/Hang Tag Display](#)
- [Mobility Impaired Form](#)
- [Permit/Hang Tag Display](#)

### Parking

- [Campus Parking Map](#)
- [Intermodal Transit Facility](#)
- [Visitor Parking and Waiver Form](#)
- [Special Event and Parking Request Form](#)
- [Overflow/Bicycle Parking](#)

### Fines and Appeals

- [About Appeals](#)
- [Online Appeals](#)
- [Online Citation/Fine Payment](#)
- [Citation/Fines Fee Schedule](#)
- [Legal Basis for Vehicle Immobilization: Vehicles may be immobilized in accordance with Louisiana State Legislature Bill Info. HB929](#)

### **XIII. Revision History**

Initial Policy Adoption: January 7, 2016

Revised November 7, 2016

Revised March 7, 2025: The policy was comprehensively revised and formatted according to the new policy guidelines.

Revised August 19, 2025. Revisions included additional information regarding reserved parking.