UNIVERSITY PARKING/TRAFFIC REGULATIONS HANDBOOK

NICHOLLS STATE UNIVERSITY

Parking Services

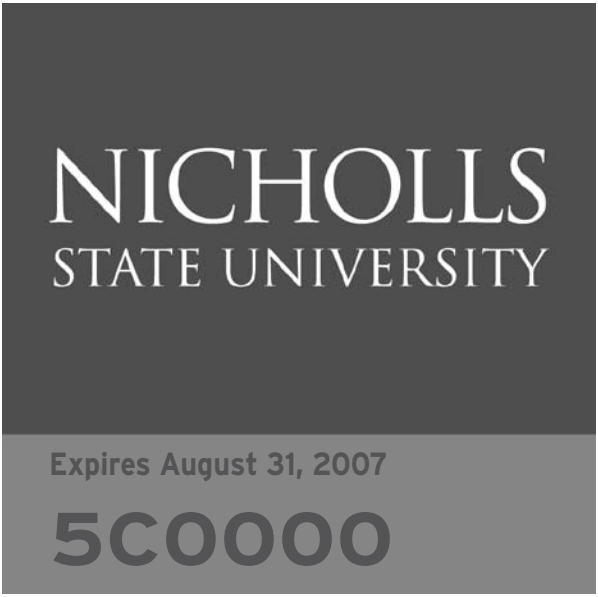
Decal Placement Position

*Please note the correct position for your Nicholls Decal.

The decal must be affixed directly to the outside of the rear windshield. Registrants must contact Parking Services if unable to affix directly to rear window.

ALL PREVIOUS PERMITS MUST BE REMOVED.

Revised July 2006



The decal must be affixed directly to the outside of the rear winshield passenger side. Decals cannot be taped to the inside of the window. Registrants must contact Parking Services if unable to affix directly to rear window.

1. Decal must be properly displayed at all times while parking on the Nicholls campus.
2. Lost decal will be replaced at full cost to the individual. Please safeguard against loss.
3. Decal owners are responsible for all Nicholls parking tickets issued to their decal.
4. Decal is not transferable to other vehicles or users.

Remember Play it Safe: Lock your car !

This booklet was designed, typeset and printed by the Nicholls State University Office of University Printing & Design Services.

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UNIVERSITY PARKING/TRAFFIC REGULATIONS HANDBOOK

NICHOLLS
STATE UNIVERSITY

Parking Services
Student Union Building
P. O. Box 2007
Nicholls State University
Thibodaux, Louisiana
985.448.4526
Fax: 449.7139
Police Emergencies: 985.448.4911

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PARKING REGULATIONS SYNOPSIS

1. Any vehicle parked on campus must be registered with University Police and must have a current Nicholls parking decal properly displayed. This includes visitors' vehicles and those parked on campus for any reason.
2. Decals are obtained at the Parking Services (Student Union Building). Vehicle registration papers are required. The decal fee is payable at the Controller's Office (Elkins Hall). Visitors' decals are offered at no charge.
3. Faculty and staff may only park in faculty/staff zones, marked by signs or by red curbing. Students may only park in student zones, marked by signs or gray curbing.
4. Failure to register a vehicle and all improper parking violations are subject to $20 fines for each violation. The right to appeal a parking citation is lost after 15 work days from the date that the citation is issued and a $20 delinquent fee for each violation is charged.
5. The purchase of a Nicholls parking decal does not guarantee the registrant a parking space in a particular area.
6. The University assumes no responsibility for car damage, or its contents, at any time the vehicle is operated or parked on campus.
7. The University reserves the right to have towed away and impounded a vehicle at the owner's expense if the vehicle is parked in any place creating a potentially hazardous condition, is parked in a handicapped space without authorization, is abandoned or in any unauthorized area, is in violation of this Code as indicated on pages 6 and 7, and when a vehicle is parked on campus after parking privileges have been suspended.
8. Special Parking: Persons requiring special parking privileges should contact the Office of University Police (448-4746). For example: Any person requiring a number of parking spaces for an event on campus, or a temporary or permanently mobility impaired person, should obtain special parking privileges.
9. Visitors: All visitors on campus must display a visitor's permit obtainable at the Office of University Police.
10. Short-Term: Decals are available for short-term parking for visitors, special events on campus, and any individual possessing a current decal which is temporarily unavailable.
11. Vehicles of any kind may not be parked on campus for advertising purposes at any time.

GENERAL INFORMATION

The operation of a vehicle on the Nicholls State University campus is a privilege granted by the University. The purchase of a Nicholls parking decal does not guarantee the registrant a parking space, nor does it imply the University assumes responsibility for that vehicle or its contents.

Parking is permitted only in designated parking areas or zones. Vehicles are prohibited from parking on any campus lawn at any time unless authorized to do so by the University. Vehicles parked on any campus grounds area, on sidewalks, in freight zones, in no parking zones, in fire lanes, in traffic lanes, in pedestrian crosswalks, in fire hydrant zones, too close to intersections, in front of barricades, in handicapped spaces unless authorized, in restricted areas, or too close to intersections unless authorized, in violation of Nicholls parking regulations are subject to being towed at the owner's expense.

During any semester or session, faculty, staff and students must park only in zones which the official University parking decal entitles them to use (see University map, pages 6-7). All handicapped persons requiring special parking should contact the Office of University Police.

The University reserves the right to tow away and impound a vehicle at the owner's expense, if the vehicle is parked in any place creating a potentially hazardous condition, is parked in a handicapped space without authorization, is abandoned or in any unauthorized area, is in violation of this Code as indicated on pages 6 and 7, and is parked on campus after parking privileges have been suspended.

University Police enforces University traffic and parking regulations, city ordinances, and state laws relating to motor vehicles. University Police Officers are duly commissioned under the laws of the state of Louisiana, city of Thibodaux and by the University. These officers are authorized to make arrests and issue citations for all types of traffic and parking violations.

VEHICLE REGISTRATION

1. Any vehicle parked on campus regularly, occasionally or temporarily during any semester or summer session is required to have a current Nicholls parking decal. Decals may be obtained at the Office of Parking Services upon presentation of Colonel Card and proof of payment of the decal fee (Controller's Office).
2. Persons visiting the University are exempted from purchasing a University parking decal but must obtain a visitor's decal. (See Visitor Parking, page 14)
3. Anyone who operates a vehicle on campus and is classified as an employee of the university or student (including students enrolled in evening and off campus classes) must register that vehicle. Further, any vehicle operated on campus on a regular or occasional basis for the convenience of an employee of the university or student must be registered.
4. A vehicle is not registered until it has the current decal properly affixed to the vehicle.
5. Vehicle registration is required within five class days following the first day of class of the fall semester. For the spring semester and summer session, tickets for no decal will be issued beginning on the first day of classes.
6. Vehicles may be registered during and after class registration at the Office of Parking Services.
7. The price paid for the parking decal will be refunded only to a student who withdraws from the University during the period for 100 percent refund of tuition, in the semester in which the decal was purchased. If a parking decal has been issued, the undamaged decal must be returned to the Office of Parking Services. Students, who in error pay for a decal and who have not been issued a decal, may request a refund of the fee if submitted by the 14th class day.
8. A student may not register a vehicle belonging to another student.
9. A faculty or staff member may not register and obtain a faculty/staff decal for a vehicle that will be operated by a student on campus. Each student, faculty or staff member must purchase a decal for the vehicle he/she will park on campus.
10. The registrant will be responsible for all parking citations issued to his/her decal or vehicle, even if someone other than the registrant was operating the vehicle.
11. Students, faculty and staff are responsible at all times for their own acts constituting illegal parking, whether the acts are committed in their own vehicles or in vehicles licensed to another.

DECAL DISPLAY

1. The decal must be affixed directly to the outside of the passenger side of the rear window. Decals may not be taped to the inside of the window. Registrants must contact University Police if unable to affix to rear window.
2. The owner of a registered vehicle must notify Parking Services whenever a decal has been destroyed, lost or stolen. Replacement of lost decals will be at the regular purchase price.

3. Decals are not transferable and can only be used for specific vehicle registered.
4. An expired decal should be removed from the vehicle.
5. Motorcycles are exempt from purchasing a decal but must adhere to the University parking/and traffic regulations. (See Other Vehicle Regulations, page 12)

Vehicle Parking Zones Hours of Restricted Parking
Monday-Friday, 6:00 a.m. to 6:00 p.m. when school is in session.

Handicap/Disabled Parking Zone:

Parking in this area is prohibited at all times unless the vehicle bears a Handicap permit from D.M.V. as well as a Nicholls Handicap Permit. This area is indicated by BLUE curbs and is strictly enforced. Any vehicle parked in this area without the proper permits will receive a citation ($250) and may be towed at owner's expense. See also page 11.

No Parking Zones:

A ticket will be issued and the vehicle is subject to towing whenever a vehicle is in violation of any of the following:

- **FIRE HYDRANTS:** Indicated by yellow curbs. Any vehicle parked **AT ANY TIME** in a fire hydrant zone.
- **PEDESTRIAN CROSSWALKS:** Indicated by large white parallel lines. Any vehicle parked within the boundaries of pedestrian crosswalk **AT ANY TIME**.
- **YELLOW CURBS:** Parking in yellow curb areas or on yellow lines is prohibited at all times in order to insure pedestrian and vehicular safety.
- **FIRE LANES:** Indicated by yellow curbs and/or signs. Any vehicle parked at any time in a fire lane.
- **PARKING ON LAWN:** Vehicles may not be parked on any part of the University lawn unless authorized to do so.
- **Restricted Street:** Streets closed to all normal vehicle traffic. Such streets are to be used by authorized vehicles only, e.g., Crescent Drive.

  Vehicles bearing student decals must park in student parking zones. They may not be parked in restricted areas during hours of restriction. If the student is a resident, see No. 5 below.
- **Faculty/Staff Zone:** These areas are closed to student parking during hours of restriction. This area is designated by red curbs and/or signs.
- **Residence Hall Student Parking Zone:** Resident students must park in the residence hall parking lot/area during hours of restriction.
- **Commuter Parking Zone:** Students who commute to and from campus must park in the student areas during hours of restriction. Students may **NOT** park in any area painted red or yellow or in any area identified by sign as faculty/staff parking areas.
- **Visitor Parking:** Visitors must obtain a temporary permit from the University Police or Parking Services at no cost. Visitors may only park in student parking. Visitors who receive tickets are asked to bring the ticket to Parking Services.
- **Inoperative Motor Vehicles:** Should a vehicle become inoperative and unable to be parked in its assigned area, it is the operator's responsibility to notify the Office of University Police & Parking Services immediately. Failure to do so will cause the operator to be responsible for tickets issued to vehicles improperly parked. Inoperative motor vehicles are subject to towing.
- **Service Drives and Loading Zones:** Parking is prohibited in these areas at all times except to

approved service and other authorized vehicles. No one may operate or park vehicles in service drives or loading zones without permission from the Office of University Police. Vehicles parked in these areas are subject to ticketing and towing.

- **Reserved Parking Spaces:** Designated by signs, concrete markers, or curb lettering. Open only to those individuals or departments for which the space has been designated. Unauthorized vehicles parked in reserved spaces will be ticketed and are subject to towing.

PARKING VIOLATIONS

1. Parking on campus and failing to properly affix current decal to vehicle.
2. Parking outside of assigned zone during hours of restriction.
3. Parking in a no parking zone.
4. Parking in a handicapped zone when not authorized.
5. Parking in a manner which occupies more than one marked parking space.
6. Parking in a manner which blocks another parked vehicle.
7. Parking in a traffic lane on a lot or street.
8. Parking against the flow of traffic on streets.
9. Parking in a manner which obstructs traffic flow.
10. Parking in a freight zone.
11. Parking in an emergency or service drive.
12. Parking in a backed-in position on any street.
13. Parking within 15 feet of an intersection.
14. Parking in front of barricades.
15. Parking in a manner which blocks trash containers or prevents service to containers.
16. Parking on a sidewalk.
17. Parking on grass or grounds area not identified as a parking area.
18. Parking across the curb.
19. Parking while using handicap parking permits improperly.
20. Parking any vehicle on campus for advertisement purposes without authorization.

MOVING VIOLATIONS

Any vehicle operator, who violates any traffic laws under Title 32, Louisiana State Revised Statutes, or the city of Thibodaux, will be subject to arrest and receive a Louisiana Uniform Traffic Citation (ticket) or University Traffic Citation. Below are some examples of the violations:

1. Vehicle License: No person shall operate a motor vehicle unless it is registered with the Department of Motor Vehicles.
2. Driver's License: No person shall operate a motor vehicle unless such person has been issued a license as required by the laws of this state. No person shall fail or refuse to comply with any lawful order or direction of any police officer by law with authority to direct, control or regulate traffic.
3. Responding to lawful order of University Police Officers: No person shall fail or refuse to comply with any lawful order or direction of any police officer directing, controlling, or regulating traffic.
4. Reasonable and Proper Control of a Vehicle: It shall be unlawful for motor vehicle operator to negligently fail to maintain reasonable and proper control while operating the vehicle.
5. Speed Limit: No person shall drive a vehicle at a speed greater than is reasonable and prudent under conditions and potential hazards than existing posted speed. The posted speed limit on

the Nicholls campus is 15 mph.

6. Passing School Buses: The motor vehicle operator upon meeting or overtaking any school bus which has stopped for the purpose of receiving or discharging any passenger shall stop the vehicle until such bus resumes motion.
7. Stop Signs and Yield Signs:
   a. Failure to come to a **FULL** stop before passing a **STOP SIGN** at an intersection or entering a crosswalk.
   b. The driver or operator of a vehicle approaching a yield sign shall slow down to a speed reasonable for existing conditions, or stop if necessary to **YIELD** the right of way to any pedestrian.
8. Motorcycle Safety Helmets/Eye Protective Devices:
   a. As required by state law, motorcycle operators must wear on the head a safety helmet of the type and design manufactured for use by operators of such vehicles.
   b. As required by state law, motorcycle operators must wear an eye protective device of a type approved for such use unless cycle is equipped with a windshield.
9. Riding on Motorcycles: A person operating a motorcycle shall ride only on designated roadways.
10. Clinging to Vehicle: No person riding any bicycle shall attach his or her person or bicycle to any vehicle.
11. Pedestrian's Right-of-Way in Crosswalks: Driver of a vehicle shall yield the right of way, slowing or stopping if need be to, yield to a pedestrian crossing the roadway within a crosswalk. The driver of other vehicle approaching this vehicle from the rear shall not overtake and pass such stopped vehicle.
12. Operating Vehicle Under the Influence: No person shall operate a vehicle under the influence of any chemical substance in violation of state or local law.
13. Reckless Operation of a Motor Vehicle: Driving in a manner that may endanger life or property with vehicle will constitute "reckless operation of a motor vehicle."
14. Driving in the Wrong Direction: Any vehicle driven in the wrong direction by an operator on a one-way street on any area of a street identified as one-way will constitute a traffic violation.

PARKING & TRAFFIC VIOLATION PENALTIES

Fine Assessment

Parking

All parking violations are assessed a $20 fine for each violation. If a fine has not been paid, or an appeal has not been filed within 15 work days from the day the ticket has been issued, an additional $20 delinquent fee will be charged for each violation and the right to appeal will be lost.

Traffic

Traffic violations are assessed a fine of $50 for each violation. If a fine has not been paid, or an appeal has not been filed within 15 work days from the day the ticket has been issued, an additional $25 delinquent fee will be charged for each violation and the right to appeal will be lost.

Other Penalties

- **LOSS OF PARKING PRIVILEGES:** Campus parking privileges may be suspended for any individual who uses a vehicle to violate the Code of Student Conduct, any campus policy, or

law (local, state, federal). Parking privileges may also be suspended for any individual who fails to pay parking or traffic fines 30 days or more past due.

- **TOWING:** Vehicles may be towed at the owner's expense as indicated on page 5, as discussed in subsection titled Vehicle Towing Zone (see pages 6-7) and when vehicles are parked on campus after parking privileges have been suspended.

Fine Payment

Payments for all parking and traffic citations must be transacted at the Fee Center in Elkins Hall.

Notice

After 15 work days, if a fine has not been paid or an appeal has not been filed, a notice will be sent to the recipient of a citation indicating that a late fee has been charged. The recipient will be notified that there is an outstanding indebtedness due to a fine and instructed to contact the Office of University Police for disposition of the delinquent citation or fine.

Fine Nonpayment

Fine nonpayment is considered indebtedness to the university.

- **Students:** Fines that have not been paid by a student will prevent the student from completing class registration. The university will not provide a copy of the student's transcript until the indebtedness has been resolved.
- **Faculty/Staff:** Fines not paid by a faculty or staff member may result in having wages tapped for the amount owed or until the indebtedness has been resolved. Parking privileges may also be suspended as indicated in the section titled Parking Violation Penalties.

Procedures for collection of parking fines from faculty and staff:

1. After citation, the recipient of the citation has 15 work days in which to pay the fine or to appeal; after 15 work days, the amount of the fine will double to $40.
2. After the doubling of the fine, the Controller's office will send a letter reminding of the fine to be paid.
3. If the fine is not paid within 15 work days of the date of the Controller's letter, then the appropriate Vice President will issue a second letter of warning.
4. If the fine remains unpaid 15 work days after the date of the Vice President's letter, then the University will proceed to withhold the amount of the fine from the faculty/staff member's subsequent paycheck.

APPEALS

Citations

Anyone who has received a parking or traffic citation who believes the citation is unwarranted, may appeal the citation.

Appeals against any citation issued must be filed within 15 work days from the date the citation was issued. Appeals must be filed on special forms obtainable from the Office of Parking Services. They can either be picked up from the office or FAXED requested. The forms then can either be brought to the office or FAXED to 449-7131. Failure to file a formal appeal within the prescribed 15-day time limit forfeits the right to appeal.

Students, faculty and staff may appeal to the preliminary hearing officer, they have the option to appear in person with the written appeal or just submit the written appeal form. The hearing officer may either accept or deny the appeal. If the appellant is not satisfied with the appeal officer's decision, the appellant may appeal to the University Parking/Traffic Appeals committee.

Appellants must appear personally at the hearings. At the final appeal stage, before the Parking/Traffic Appeals Committee, student appellants may contact the Student Government Association's Director of Student Rights and Grievances for assistance. The time, date, and location of the hearing will be communicated in writing. Appellants may reschedule the appearance date once; however, failure to appear will result in forfeiture of the appeal privilege. Appellants have the right to present witnesses and/or other evidence in support of the appeal. The University reserves the same right.

Suspension of Parking Privileges

Individuals may also appeal a suspension of parking privileges to the Parking/Traffic Appeals Committee. The appeal will be handled following the same procedures listed for appeal of citations.

Towing

There is no appeal of towing and charges resulting therefrom.

OTHER VEHICLE REGULATIONS

Motorcycles:

All motorcycles or motor driven vehicles must be in compliance with the Louisiana Highway Regulatory laws, Title 32.

Registration:

Motorcycles are not required to purchase a parking decal.

Parking:

a. Motorcycles may park on lawns and concrete aprons, but are not allowed to impede pedestrian or vehicle traffic flow or create a hazardous condition.
b. Motorcycles are not allowed to park on sidewalks, emergency ramps, or inside buildings.
c. Motorcycles may not park in restricted zones.
d. Motorcycles may not park in a parking space for motor vehicles.

Operation:

a. Motorcycles will not operate on sidewalks or inside buildings.
b. Motorcycles will operate in compliance with the Louisiana Highway Regulatory laws.
c. Motorcycle must yield to the right of way to pedestrian traffic.

Bicycles:

Registration: Registering your bicycle is not required but is recommended. Bike registration is managed by University Police located at Madewood Drive with Ardoyne Drive. There is no charge for this service. Your bike must be brought to the University Police building when registering for identification purposes.

Regulations:

a. Bicycles should be parked in bicycle racks situated at various locations throughout the campus.
b. The parking or securing a bicycle to a tree, a traffic sign, or a utility pole is prohibited and subject to bicycle impoundment.

c. The parking or securing of bicycles that impedes pedestrian, hinders vehicle traffic, or hinders grounds or maintenance workers from doing their work are considered infractions that may require bicycle impoundment.
d. Bicycles are not permitted inside buildings.

VISITOR PARKING

Visitors are entitled to use certain designated parking areas but may not park in no parking zones, handicapped areas, spaces reserved for service vehicles, restricted areas (red curbing) or loading zones. Visitors receiving citations for parking violations should report in person to the Office of University Police immediately upon receipt of citation.

Vehicles operated on campus by students or employees of the university or any person who regularly works on campus are not eligible for classification as a "visitor" vehicle under any circumstance. Anyone who operates a vehicle on campus and is classified as an employee or student of the university or who regularly works on campus must register the vehicle.

Large groups, such as conventions, conferences, etc., who anticipate visiting the campus must make advance special parking arrangements with the University Police. (See Special Event Parking)

All visitors on campus must display a visitor's permit obtainable at the Office of University Police.

SPECIAL EVENT PARKING

Any event which will bring visitors to the campus must be registered with the Office of University Police. Contact the Office of University Police to arrange for such parking. Events must be scheduled at least one week in advance of the event.

PARKING FOR THE DISABLED

Persons requesting parking permits to accommodate a physical disability should contact the Office of Parking Services. Upon presentation of a state issued mobility impaired ID card, a handicap hanging tag will be issued to the applicant. This hanging tag may only be used by the person it is issued to. The tag must be displayed from the rear view mirror of the vehicle in use by the person to whom it is issued. Temporary mobility impaired persons may request a "Temporary Handicap Permit" by submitting certification from a physician indicating that the applicant is impaired because of one of the conditions listed below. The Office of Parking Services reserves the right to accept or reject requests for Temporary Handicap Permits. Temporary Permits may not be issued for longer than the end of the current semester/session without approval of the Parking Policy Committee. Applicants may appeal to the University Parking Policy Committee. Persons issued Temporary Handicap Permits may park in faculty/staff parking spaces (NOT blue handicap parking spaces). The term "mobility impaired person" includes any person who is impaired because of the following conditions.

1. Cannot walk two hundred feet without stopping to rest.
2. Cannot walk without the assistance of another person, walker, cane, crutches, braces, prosthetic device or is confined to a wheelchair.
3. Is restricted by a lung disease to such an extent that the person's forced (respiratory) expiratory volume for one second, when measured by spirometry, is less than one liter, or the arterial oxygen tension is less than sixty mm/hg on room air at rest.
4. Uses portable oxygen.

CLICK IT
OR
TICKET

STOP
FOR
PEDESTRIAN
IN
CROSSWALK

SPEED
LIMIT
15

Parking Services
Student Union Building
P. O. Box 2007
Nicholls State University
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