

TITLE:	PARKING & DRIVING REGULATIONS
EFFECTIVE DATE:	July 19, 2005* <i>(*Procedural Updates 9/7/17; 4/28/17; 11/4/16; 8/19/16; 12/15/15; Title Updates 6/7/12, 7/30/10; Form Addition 7/22/08)</i>
CANCELLATION:	SA-1331.1D (6/20/95) and SA-1644.1 (1/11/95)
CATEGORY:	Safety (SF) <i>Initially Distributed as AD-1382.1A</i>

POLICY STATEMENT

Motor vehicles operated by students, faculty, or staff members on the College's campuses and sites must be registered with the Delgado Campus Police Department. Vehicle registration does NOT guarantee a parking space, reserved or otherwise. It entitles the operator of a vehicle with a decal/permit to park on Delgado property if parking space is available.

All vehicles are operated or parked on Delgado property at the owner or operator's own risk; the College is unable to assume responsibility for vehicles, their contents, or any damages sustained to a vehicle while on Delgado property. Each person operating a vehicle on Delgado property must comply with the driving and parking regulations contained in this memorandum.

In addition, the College maintains that faculty, staff, students and visitors who have received Delgado Campus Police Department parking/traffic citations have the right to appeal through the procedures outlined in this memorandum.

PROCEDURES & SPECIFIC INFORMATION

1. **Purpose**

To describe the policy and procedures for enforcing parking and driving regulations on Delgado Community College property and the procedures used to appeal parking/traffic citations.

2. **Scope and Applicability**

This policy and procedures memorandum applies to all students, faculty, staff, and visitors driving or parking motor vehicles, including motorcycles, motor scooters, or motor bikes on any property of Delgado Community College.

3. **General Parking Provisions**

- A. All vehicles that are parked on Delgado property must be registered with the Delgado Campus Police Department through the [Delgado Online Parking Portal](#). To obtain a parking decal/permit the driver must use the [Delgado Online Parking Portal](#).
- B. Parking decals are to be placed on the lower left side of the rear window. These decals are non-transferable and should be removed under the following circumstances:
 - (1) change of vehicle ownership (owner may request a free replacement decal by providing proof of total loss of vehicle or destruction of rear windshield due to accident);
 - (2) termination of association with the College;
 - (3) termination of period for which issued; and/or
 - (4) upon revocation of parking decal.
- C. Parking areas are color-coded--yellow for students, and white for faculty and staff. In addition, red "no parking" areas, freight zones, and areas reserved for visitors and persons with disabilities are posted.
- D. Students, faculty, and staff whose registered vehicles are decaled may park in the appropriately designated areas from 7 a.m. to 10 p.m. on Mondays through Fridays and from 7 a.m. to the close of classes on Saturdays. Parking lots are closed after hours of operation on Mondays through Saturdays, and on Sundays, holidays, and when the College is closed. Exceptions require prior coordination with the Campus Police Department.
- E. Persons with disabilities having disability-designated license plates or placards, along with a Delgado decal/permit, may park in areas reserved for persons with disabilities. Those persons with temporary disabilities may apply for temporary permits from the Delgado Campus Police Department, which authorizes them to park in more accessible parking areas including areas designated for persons with disabilities. A licensed physician or practitioner's note documenting the temporary disability is required.
- F. Vehicles left abandoned on Delgado property over five (5) calendar days will be subject to being towed away at the owner's expense.

4. **Types of Parking Decals/ Permits**

To register a vehicle with the Delgado Campus Police Department, the driver must use the [Delgado Online Parking Portal](#). The following parking decals/permits are available. The respective fee for each type of decal/permit, if applicable, is listed in Attachment A, [Parking/Driving Fees](#).

A. **Parking Decal (Issued for the Academic Year for One Fall Semester, Spring Semester or Summer Session)**

A fee will be charged for parking decals. Students will be assessed an additional fee for each additional vehicle. Faculty and staff will not be charged the fee for the second vehicle, but they will be charged the fee for any subsequent vehicles.

Parking decals for the academic year will be valid from the beginning of the Fall Semester of one year to August 31 of the following year. Parking decals for one semester/session will be valid during that semester or session only. By the first day of class, students, faculty and staff must obtain a parking decal for each motor vehicle to be parked on Delgado property during the academic year.

B. **Adjunct Faculty and Part-Time Employee Parking Permits**

Adjunct faculty members and part-time employees with the approval of the Division Dean/ Department Head may be issued a parking permit for one semester/session.

C. **Temporary Permits**

Temporary permits may be issued by the Delgado Campus Police Department for the following purposes:

- (1) Faculty, staff, and students using other vehicles while their registered vehicles are being serviced or repaired (for a period of no longer than two weeks).
- (2) Persons employed by the College on a short-term basis (less than the regular semester/session), such as temporary contract appointments or instructors conducting workshops or teaching short-term courses.
- (3) Single semester, non-credit students who are taking non-credit courses and workshops that are one semester or less in duration.
- (4) Persons with temporary disabilities (they must apply at the Delgado Campus Police Department for temporary permits for their registered vehicles, which authorizes them to park in areas designated for persons with disabilities). A licensed physician or practitioner's note documenting the temporary disability is required.

D. Visitors

One-day parking passes for visitors on an as-needed basis are available through the [Online Visitor Parking Portal](#).

In addition, the Campus Police Department has established visitor-specific procedures in place and works directly with Department Heads to accommodate the following categories of special visitors.

- (1) Delgado Foundation Board Members
- (2) College Partners
- (3) Special Event Participants
- (4) Individual Visitors as Requested by Department Heads
- (5) Facilities Contractors

Any employee found abusing the visitor procedures will be fined and disciplined.

E. Recognition of Other Institutions' Permits

Valid parking permits from the University of New Orleans, Southern University at New Orleans, Northshore Community and Technical College, Nunez Community College and the Louisiana Community and Technical College System (LCTCS) Office are recognized at Delgado Community College. However, the driver must use the [Delgado Online Parking Portal](#) to register the vehicle with Delgado Community College.

5. Procedures for Registering Vehicles and Obtaining Parking Decals/Permit

- A. To obtain a decal or permit, the vehicle must first be registered. Students, faculty, adjunct faculty, and staff must complete their vehicle registration online through the [Delgado Online Parking Portal](#).

After [online vehicle registration](#) is complete, those requesting a *One-Year Decal or Single Semester Parking Decal/Permit* must:

- (1) present a copy of the owner's vehicle registration, and a valid driver's license to any campus or site Bursar's (Cashier's) Office. Once the Bursar's Office verifies the information and receives payment, the parking decal(s) will be issued.
- (2) affix the decal to the lower left side of the rear window of the vehicle to which the decal was assigned; and
- (3) share duplicate decals only with immediate family members living at the same residence (proof of residency must be shown on the vehicle registration or insurance card).

- B. Visitors to College facilities that register their vehicles using the [Delgado Visitor's Parking Portal](#) are not obligated to purchase a decal. However, registering a vehicle does allow the Campus Police Department to identify a visitor to campus on legitimate college business and not in violation of parking regulations.

6. **Parking and Driving Regulations**

The following acts shall constitute violation of Delgado's driving and parking regulations:

- A. Failure to display a parking decal or permit.
- B. 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.
- C. Double parking, or otherwise parking, standing, or stopping so as to impede the flow of traffic.
- D. Improper parking so that any portion of a vehicle is outside the marked limits of a parking space.
- E. Parking in an unauthorized area, such as faculty or staff parking in student areas and vice versa, or in those areas posted as visitor parking, no parking, designated parking for persons with disabilities, or loading zones.
- F. Parking trailers or boats on campus.
- G. Parking or driving in areas other than those designated for vehicular traffic (all vehicles, including motorcycles, motor scooters, and motor bikes except bicycles and wheelchairs must keep off the grass except in authorized areas).
- H. Violations of any state law regulating vehicular traffic.

7. **Penalties for Parking and Driving Violations**

A. **General Parking/Driving Penalty Information**

Violators of the College's parking and driving regulations will be issued parking/traffic citations and will be assessed fines as listed in Attachment A, [Parking/Driving Fees](#). Failure to pay fines within the prescribed time limit may result in the account being subject to collection as per state law. The account holder will be responsible for all collection and/or legal fees associated with accounts placed for collection. Holds that restrict registration, viewing of grades, and or graduation will be placed on all unpaid accounts.

If a guest or visitor of the College is issued a citation, fines will not be imposed if the individual, or appropriate faculty or staff member on the visitor or guest's behalf, files an appeal to request a waiver of parking fine or to void a citation in accordance with outlined in Section 9, "*Requests to Waive Parking Fines or Void Citations.*"

B. **Warnings**

During the first week of each semester warnings will be issued to those students, faculty, and staff members who do not have a valid parking decal/permit displayed on their vehicles. However, hazardous violations, such as illegally parking in handicapped zones or the roadway, etc., will be enforced.

C. **Fines for Parking/Traffic Violations**

Fines are imposed for parking/traffic violations occurring on Delgado property in accordance with Attachment A, [Parking/Driving Fees](#).

Traffic fines must be paid to the Bursar's Office or a request for an appeal must be made within fourteen (14) calendar days of receiving the citation. (Appeal procedures are described in Section 10, "*Procedures for Student Appeals of Parking/Traffic Citations.*")

Citations may only be voided for contractors or other professional service personnel on a case by case basis by the Director of Campus Police. Parking fines may be waived for citations received by faculty, staff, or visitors only for the designated reasons as outlined in Section 9, "*Requests to Waive Parking Fines or Void Citations.*"

D. **Accidents**

Motor vehicle accidents on campus that involve the following will be handled in accordance with local statutes:

- (1) persons driving under the influence of intoxicants or chemical substances;
- (2) injury to person(s);
- (3) property damage to vehicles;
- (4) collision with fixed objects, such as telephone poles, buildings, mail boxes, etc.;
- (5) collision with government vehicles (federal, state, or municipal) or public conveyances (RTA buses, sightseeing buses, taxis, school buses, etc.); and/or
- (6) hit and run vehicles.

8. **Procedures for Issuing Parking/Traffic Citations**

The Delgado Campus Police Department will:

- (1) issue parking/traffic citations to persons in violation of College regulations;
- (2) locate the operator of any vehicle parked in such a manner as to be a hazard or impede traffic flow and have him/her move the vehicle immediately;
- (3) retain records of parking/traffic citations in accordance with the current Campus Police Record Retention Schedule.

9. **Requests to Waive Parking Fines or Void Citations**

A waiver of parking fines or void of citations for those received by faculty, staff, or visitors may only be granted for the following reasons:

- Special guest speaker;
- Special event (i.e., seminar, conference, off-campus function);
- Active decal/permit not visible;
- Visitor using facilities (i.e., library, research lab, etc.; includes prospective student receiving services)
- Temporary employee whose paperwork has not yet been processed;
- New hire whose paperwork has not been processed;
- Adjunct faculty member whose paperwork has not been processed; or
- Workers unloading equipment.

*For a faculty or staff member to request a waiver of parking fines or void of a citation, his or her vehicle must first be registered with the [Delgado Online Parking Portal](#). For an individual visitor that has registered a vehicle through the *Online Visitor's Parking Portal* (not a special guest or visitor as described below), the driver must request a waiver of parking fine or void of a citation through the [Online Visitor Parking Portal](#).*

Once the vehicle is registered, the driver must file an appeal through the appropriate portal within fourteen (14) calendar days of the contested citation. Failure to file the appeal online within the time limit will result in the loss of the right to appeal. Parking fines may only be waived or citations voided for one of the reasons designated above. All appeals by faculty, staff, and visitors will be reviewed, and fines/citations will either be waived/voided or denied by the Director of Campus Police.

In addition to the visitor categories outlined in Section 4D, “Visitors,” all special visitors and guests of Department Heads, special event participants, external contractors/workers, or visitors/prospective students using facilities or services may have citations voided. However, it is imperative that the Administrative Assistant or representative of the department visited to forward the citation immediately to the Campus Police Office requesting an immediate waiver. If such citations are not voided and fines are not waived, they could subject to collections as per state law.

10. **Procedures for Student Appeals of Parking/Traffic Citations**

A. **Responsibilities of the Student Contesting Citation**

A student who is contesting a parking/traffic citation must file an appeal through the [Delgado Online Parking Portal](#). To file an appeal, the vehicle must first be registered in the [Delgado Online Parking Portal](#). The appeal must be filed online within fourteen (14) calendar days of the contested citation. Failure to file the appeal online within the time limit will result in the loss of the right to appeal.

B. **Responsibilities of the Traffic Appeals Committee**

1. **Membership**

A college-wide [Traffic Appeals Committee](#) is established each academic year, which includes students, faculty, and staff members representing all campuses/sites where Delgado parking/traffic citations are issued. The Committee is composed of one student, two faculty members and two staff members, with each member rotating by campus each year. The members are appointed by the Vice Chancellor for Business and Administrative Affairs or his/her designee.

2. **Duties**

The committee will meet once a month. By a majority vote of a quorum of at least three members of the Committee, the Committee may exercise the following options:

- (a) Approve the appeal and void the citation;
- (b) Deny the appeal and uphold the citation; or
- (c) Reduce the fine to no less than one-half of the original fine.

Each Committee member present will vote as to grant or deny a traffic appeal request, and a majority vote of a quorum of the Committee will determine the Committee's action.

The Committee Chair will record a tally of the votes and the overall action of the Committee on the paper appeals report. A designated committee member will update the decision in the appropriate portal. The Committee will send the paper appeals report with the decision noted to the Delgado Campus Police Department, which is responsible for notifying the student filing the appeal regarding the committee's decision. The Traffic Appeals Committee will maintain copies of all appeal requests/documents for three (3) calendar years.

If an appeal is denied, the person contesting the citation may appeal the Committee's decision in writing to the Vice Chancellor for Business and Administrative Affairs' designee, the Assistant Vice Chancellor/Controller. A copy of the committee's decision must be attached. During this period any denied appeal will result in the establishment of a financial obligation to the College for faculty, staff, and students, and holding of grades and transcripts for students.

Appeals are restricted to the fiscal year. All appeals must be requested, approved and processed by June 30 of that year. Because of the lack of time to complete the appeals process before June 30, appeals of citations issued between June 25 and June 30th will be handled on an individual basis.

11. **Cancellation**

This policy and procedures memorandum cancels Policy and Procedures Memorandum SA-1331.1D, *Parking and Driving Regulations*, dated June 20, 1995 Policy and Procedures Memorandum SA-1644.1, *Charter: Committees on Traffic Appeals*, dated January 11, 1995.

Review Process:

Campus Police Department 4/25/05
 Business and Administrative Affairs Council 6/28/05
 College Council 7/19/05
 Form Addition - Vice Chancellor for Business and Administrative Affairs 7/22/08
 Title Update Approval - Vice Chancellor for Business and Administrative Affairs 7/30/10; 6/7/12
 Procedural Update Approval – Vice Chancellor for Business & Administrative Affairs 12/15/15;
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Distribution:

Distributed Electronically Via College's Website

Attachment:

[Parking/Driving Fees](#)