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TITLE: Campus Parking Regulations

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Policy No. 7.1001

Policy Statement

The Baton Rouge Community College (BRCC) Traffic & Parking Regulations are published and enforced by the Department of Public Safety located in the Bienvenue Building (Student Center) at the Mid City campus.

Purpose

To facilitate orderly operation of motor vehicles and bicycles on campus and provide pedestrians an environment with minimal risks to their safety.

Procedure

Vehicles are to yield to pedestrians at all intersections and all other designated crosswalks on streets and driveways on the campus. BRCC is not responsible for theft or vandalism in campus lots. Employees, students, and visitors are urged to lock their vehicles at all times while parked on campus and acknowledge they are parking at their own risk while on the campus.

The College reserves the right to adjust parking fines and fees at any time.

B. Key Terms Defined

1. Motor Vehicle (Vehicle) - A self-propelled wheeled means of transportation designed to carry one or more persons.
2. Abandoned/Disabled Vehicles- Any motor vehicle in a condition that precludes its use on any public street or highway, left parked in the same location for more than 24 hours.
3. Auto Boot- A device, for parking enforcement purposes, placed on the vehicle wheel to prevent movement of the vehicle.
4. Banning- The loss of parking privileges on campus.
5. Decal- A hang tag, sticker, or other object that grants permission to park in designated areas of the College and used to identify vehicles registered at property owned and/or controlled by BRCC.
6. Employee- A faculty, staff, and all persons employed by the College including those employee who are temporary, part-time, or regular temporary employees. Student-Employees are not considered an employee in this policy.
7. Hang-tag- A hang tag, sticker, or other object that grants permission to park in designated areas of the College and used to identify vehicles registered at property owned and/or controlled by BRCC.
8. No parking area- Any area not specifically marked, striped, or designated for parking.
9. Parked/Stopped- Any vehicle without a driver behind the wheel and the vehicle key is in the ignition is considered a parked vehicle. Any vehicle with a driver behind the wheel and the vehicle key in the ignition is considered a stopped vehicle.
10. Parking Area- Any place or area set aside, marked, posted, or intended for parking.
11. No Stopping Area- Any place or area designated by markings or signage not used for parking or stopping a vehicle.

12. Parking Permit- A hang tag, sticker, or other object that grants permission to park in designated areas of the College and used to identify vehicles registered at property owned and/or controlled by BRCC.
13. Registration- The recording of a motor vehicle with the Baton Rouge Community College Department of Public Safety for a parking permit that authorizes a motor vehicle for parking on the campus.
14. Repeat Parking Violator- Any employee, student, visitor, or special guest with five (5) or more parking violations within an academic year.
15. Chancellor's Special Guest- A person invited to campus by the Chancellor's Office to teach, conduct college business or as a speaker at a College event.
16. Student- Any person registered or attending classes in a full-or part-time academic program who is not an employee.
17. Towable offense- A vehicle subject to towing when a tow truck is not available will be issued a citation in lieu of the tow, such as parking violation of the a handicapped/disabled, occupying a reserved parking space, blocking a legally parked vehicle or moving barricade to occupy a space reserved for a special guest.
18. Visitor Parking- Persons who infrequently need to conduct business on the campus, or meet with a student, faculty or staff member.

C. General Regulations

1. These regulations, signs, street and curb markings indicate BRCC parking and traffic restrictions. It is not possible to mark all areas of BRCC property with signs where parking is prohibited. Consequently, unless an area is signed for parking or has street or curb marking indicating parking, parking at such a location is prohibited. Similarly, driving is prohibited on lawns, sidewalks, and grass areas; in construction areas; or where it will physically damage or destroy campus landscaping, create a safety hazard, interfere with the use of BRCC facilities, or hinder the free movement of traffic. Any questions regarding these regulations can be directed to the Department of Public Safety located in the Bienvenue Student Center or calling (225) 216-8001.
2. All students, employees, and visitors operating motor vehicles on campus must register to obtain a parking permit and obey the Traffic & Parking Regulations. Lack of knowledge or understanding of these regulations will not be accepted as a defense for violations. These regulations attempt to cover all instances of parking and traffic control in specific detail. Interpretation however of the intent of these regulations will be the responsibility of the Department of Public Safety. The final interpretation of these regulations rests with the Traffic Appeals Committee. Specific questions may be directed to the Department of Public Safety located in the Bienvenue Student Center or calling (225) 216-8001.
3. A vehicle parked on campus must comply with all city ordinances and state laws relating to motor vehicles in order for the registered parking permit to be valid. Any individual receiving a parking permit from the BRCC Police Department (or the individual driving the vehicle if no permit is displayed) is held responsible for all violations by the specific vehicle. It is possible however that if the operator is not the registered owner when a violation is committed, both individuals may be held responsible.

D. BRCC/LSU/SOUTHERN Parking Agreement

1. As part of the close educational cooperation between campuses of BRCC, LSU, and Southern University many students, faculty, and staff members commute between campuses. Recognizing this, BRCC, LSU, and Southern University will honor each other's parking permits, as such
 - a. Student permits are accepted at any legal space with a designated student parking area. Student permits will not be valid in staff, faculty, or visitor areas.
 - b. Employee permits are accepted in any legal space in an employee or student area. Employee permits will not be honored in specifically reserved parking spaces of the campus.
 - c. Employees and students are responsible for being familiar with traffic and parking regulations of each institution. Lack of knowledge of policies is not an excuse for a violation, and any appeals,

payments, or settlement of tickets will be in accordance with the procedures of the school where the violation occurred.

E. Parking Permits

1. Motor Vehicle (Vehicle) is defined as a self-propelled wheeled means of transportation designed to carry one or more persons. Any employee, students, visitor, or vendor parking on campus must register their vehicles with the Department of Public Safety and display a valid, Baton Rouge Community College–issued vehicle parking permit. To register your vehicle the Department of Public Safety must be provided with your driver’s license, vehicle’s registration, and proof of current insurance.
 - a. “Hang-tags” or “Decals”, hereafter referred to as parking permits, are properly displayed when hung from the vehicle’s rear view mirror with the parking permit information facing the windshield (note that merely laying your parking permit on the dash is not considered proper display). The parking permit should be clearly visible and free of any obstruction (windshield stickers, sun-visors, etc.). Temporary parking permits must be obtained from BRCC Police located in the Bienvenue Student Center when a permit holder’s vehicle is unavailable and he/she drives and parks another vehicle on campus. By the start of the first official day of classes for each term, a valid BRCC parking permit must be properly displayed in the vehicles of employees and students at all times while parking on campus.
 - b. **Students** must pay for their parking permit through the Bursar’s Office. The parking permit is **\$50/per semester (Fall & Spring)** and **\$25 for a parking permit for the summer**. After obtaining a receipt of payment, the student must take the receipt along with their ID-number, driver’s license, vehicle’s registration, and proof of current insurance to the Department of Public Safety, located in the Bienvenue Student Center. Once the information is verified a parking permit will be issued.
 - c. **Faculty/Staff** permits are available for employees and do not entitle friends or relatives of employees to park in staff spaces, even with a parking permit. Faculty/Staff parking permits need not be renewed unless worn or illegible. *Employees or not charged for parking permits but their vehicles must be registered with BRCC Police to receive and maintain a parking permit.*
 - d. All **visitors** must obtain a temporary parking permit from the Department of Public Safety, located in the Bienvenue Student Center. Fifteen-minute parking spaces are available in the Bienvenue Student Center lot for visitors to use while they obtain a temporary parking permit. Temporary Parking Permits are valid for designated visitor parking spaces and general parking lots only. Special arrangements are available for persons who are conducting business on BRCC’s campus over the course of several days.
2. **Parking Permits become invalid under the following conditions:**
 - a. Ownership of the vehicle is transferred to another person or entity.
 - b. The permit holder’s association with the College ends.
 - c. The time period for which the permit is issued expires.
 - d. The permit holder is issued another permit relating to the same vehicle.
 - e. The permit holder’s parking privileges are forfeited as a result of disciplinary sanctions.
 - f. The permit holder commits three (3) or more traffic or parking violation in an academic year.
3. **Handicapped Parking Permits**

All faculty, staff, and students at the College who possess a valid “handicapped placard” issued by the Louisiana Office of Motor Vehicles are eligible for **and** must obtain a distinguishable Handicapped Parking Permit from the College, as follows:

 - a. Complete a Baton Rouge Community College Vehicle Registration form; and
 - b. Present the registration card for the handicapped-parking placard that has been issued by the Department of Motor Vehicles.

F. BRCC Mid City Campus -North Parking Garage

1. Employees, students, visitors, and special guest are encouraged to utilize the parking garage on the Mid-City Campus to avoid parking in restricted or reserved areas, such as handicapped zones, walkways, or areas that prohibit the movement and operation of emergency vehicles and/or equipment. The parking garage features an elevator and three stairwell entries for convenience, as well as emergency phones and video cameras located on all five levels. The parking garage is under video surveillance and is monitored by the Department of Public Safety.
2. Driving and parking in the garage require observing additional rules:
 - a. Garage lanes on all floors are considered to be roadways.
 - b. Please follow all directional paintings/markings, marked lanes, etc., and do not obstruct traffic flow or block parking spaces by stopping to talk with pedestrians or other driver even by “pulling to the side.”
 - c. Reverse parking (rear end first) is not permitted in the garage’s slanted spaces.
 - d. If parking on the up/down ramps in the garage, drivers should not turn into the flow of opposing traffic when exiting the parking space in order to go down immediately.
 - e. Ramp parking spaces require advancing up to the next level before exiting.

G. Violations

1. The Department of Public Safety will issue traffic and parking violations on all BRCC campuses and/or property owned or controlled by the College; Violations may consist of the issuance of uniform traffic citations, College parking summonses, or citations; towing and impoundment of the vehicle; and/or banning the individual from operating a vehicle on campus. In certain cases, a towable offense ticket may be issued in lieu of towing if a tow truck is not available for impoundment when a violation occurs in a handicapped/disabled, reserved, or visitor space.

H. Appeal of Citations

1. Appeals for a campus parking or traffic citation may be submitted through the form posted on the BRCC website at (website link). The parking or traffic citation appeal must be submitted within seven (7) calendar days from the date that the parking or traffic citation was issued, excluding official College holidays. The right to appeal a citation is waived upon the eighth day after the parking or traffic citation was issued, excluding official College holidays.
2. Appeals submitted must include any diagrams, photos other supporting documentation by using the current form posted on the BRCC website. Any diagrams, photos, or other supporting documentation must be submitted with the initial appeal. Written statements from witnesses are permitted and should also be included as documentation with the initial appeal. Vague or poorly-worded appeals hinder the committee's ability to review your situation and will result in your appeal being denied.
3. An appeal requires *sufficient grounds* – a good reason – in order to be considered. “A good reason” includes but is not limited to the following:
 - a. Traffic Sign is not clear, obstructed, and/or destroyed, causing confusion regarding the guidance.
 - b. Department of Public Safety employee made an error and issued the citation to the wrong vehicle.
 - c. Department of Public Safety employee did not enter the correct location of the violation or cited the incorrect violation on the citation.
 - d. Vehicle was stolen and then abandoned on BRCC campus.
4. The following explanations or reasons are unacceptable and will result in an appeal being automatically dismissed:
 - a. Unawareness of standard driving laws and/or BRCC Traffic and Parking Regulations
 - b. Tardiness to class, meeting, or other appointment
 - c. Person making the appeal or other drivers not being cited/towed for similar previous offenses
 - d. Inclement weather

- e. Inability to pay fine
- f. Operation of vehicle by another person other than registered user
- g. Operation of another person's vehicle
- h. Permission to park was given by someone other than the Department of Public Safety or Chancellor's Office
- i. Alleged inability to find a valid parking space

**All individuals who file an appeal will be notified in writing (Email or letter) of the appeal committee's decision.*

I. Parking and Traffic Rules and Regulations

1. BRCC parking and traffic citations are issued for violations of College Traffic and Parking Regulations that are not also violations of state law, include but are not limited to the following:
 - a. Failure to obtain a permit from the BRCC Police Department located in the Bienvenue Student Center or to register your vehicle with BRCC Police Department and to properly display the issued permit on a vehicle parked on campus in a manner specified by these regulations. Receipt of three (3) or more citations for an unregistered vehicle or for failure to park with a properly displayed permit will result in that vehicle being towed, then impounded and the individual being banned from parking a vehicle on campus until all outstanding fines, other traffic-related charges, and the parking permit fee have been paid. If a student fails to obtain a parking permit for a vehicle operated on campus, this is also a violation of the Code of Student Conduct.
 - b. Parking, stopping, or standing in a space reserved for the handicapped/disabled or at a curb cut or ramp marked in blue or signed for wheelchairs.
 - c. Parking out of an individual's designated zone, as indicated on the permit. A student parking illegally in a gated lot is subject to being charged with a violation of the Code of Student Conduct.
 - d. Obtaining a permit by fraud or using a permit for other than its authorized purpose.
 - e. Parking, stopping, or standing in a fire lane marked with a red curb or parking, stopping, or standing at a red curb designating a fire hydrant; any use, parking, or storage of a motor vehicle that would cause the College to be in violation of Fire Marshal regulations; parking in such a way as to create a hazard or restrict normal vehicular traffic or parking, e.g., parking in the travel portion of a street or the travel lane of a parking lot or an entrance to a parking lot; parking in a service drive not marked for parking; parking at a marked bus stop, in a designated loading zone, at any place marked "Tow Away," at a yellow curb or area, in a reserved space, or in a place marked "No Parking."
 - g. Failure to produce identification or to obey instructions or hand signals of a BRCC uniformed employee assigned to direct traffic or a BRPD officer.
 - h. Failure to yield to a pedestrian in a marked crosswalk.
 - i. Driving or parking on the lawn, sidewalk, grass areas, or any other area not marked or authorized for motor vehicle parking.
 - j. Less serious violations, categorized as citations, include:
 - i. Failure to display a permit properly, as defined in **Section E 1.a** of these regulations.
 - ii. Parking against the flow of traffic on streets or in parking lots.
 - iii. Parking against the indicated parking direction for diagonal spaces (backing into an angled space).
 - iv. Failure to park evenly between lines or parking more than one foot from the header or curb in diagonal parking.
 - v. Failure to park evenly between lines or parking more than one foot from the header or curb in perpendicular parking.
 - vi. Parking more than one foot from the curb or failure to park evenly between the lines in parallel parking.
 - vii. Occupying more than one parking space.

- viii. Careless driving at slow speed (e.g., backing into a fire hydrant, traffic sign, or light post).
- ix. Any hazardous parking or operation of a vehicle not specifically listed as a College Traffic and Parking violation.

2. Individuals that violate Louisiana Revised Statutes that relate to the operating of motor vehicles while on campus are subject to receiving a *Uniform Traffic Citation*. This citation is referred to the Office of the District Attorney, East Baton Rouge Parish, for processing through the 19th Judicial District Court that determines the fines for violators.

J. Banning

1. Repeated violations of the College's Traffic and Parking Regulations may result in banning. Banning is the loss of the privilege to operate a motor vehicle on campus, and may result from the following:
 - a. Any combination of College citations totaling ten (10) or more. Once an individual is banned, the total of all unpaid fines must be paid to have the ban lifted and the individual must petition to have parking privileges reinstated. The petition may be submitted through the form posted on the BRCC website at (website link).
 - b. Receipt of three (3) or more unregistered tickets for being parked on campus without a properly displayed permit. When all fines, traffic-related charges, and the parking permit fee have been paid, the individual may have his or her parking privileges reinstated.
 - c. Failure to provide the correct information to the Department of Public Safety.

K. Auto Boot

1. The College reserves the right to place a boot or other vehicle-immobilizing device on any vehicle in violation of rules and regulations. Listed below are reasons for a boot or other device to be placed on a vehicle:
 - a. All improperly parked vehicles are subject to tow or boot at the discretion of the Department of Public Safety enforcement personnel.
 - b. Vehicles may have a boot or other vehicle-immobilizing device placed on a wheel or towed for lost or stolen permit, false permit, non-payment of fines, unidentified operator, excessive violations, or revoked or suspended parking privileges.
 - c. Tow/Boot fees are the owner's expense.
 - d. The College is not responsible for any damage incurred during towing or booting of the vehicle.
 - e. Any citation issued to a vehicle with a permit is the responsibility of the individual registered with the Department of Public Safety for that permit. Any citation issued to an unregistered vehicle is the responsibility of the individual identified by the Louisiana or other State's Office of Motor Vehicle registration documentation.
 - f. If the vehicle displaying the original parking permit is damaged, sold or traded, the original permit must be removed and returned to BRCC Department of Public Safety to receive a replacement permit. Failure to return the original permit will result in additional fees for a replacement permit.
 - g. BRCC's Department of Public Safety operates daily and parking regulations may be enforced 24 hours a day, seven days a week.
 - h. Violators with three (3) unpaid parking citations are subject to towing or booting of the vehicle and/or disciplinary action through the College upon receipt of a fourth citation.

L. Impoundment/Towing

1. The College reserves the right to tow, and impound any vehicle in violation of these rules and regulations. Listed below are reasons for impoundment/towing of a vehicle:
 - a. Unauthorized parking in a handicapped space
 - b. Unauthorized parking in reserved space
 - c. Any vehicle found on campus that has received three (3) or more unregistered tickets for failure to properly display a permit

- d. Parking in area not designated for parking
- e. Repeated violation of the parking rules
- f. Use of unauthorized or altered permit
- g. Abandoned vehicles
- h. Vehicles may also be removed to otherwise enforce compliance with Traffic and Parking Regulations
- i. Parked in Roadway
- j. No license plate
- k. Parking in such a way as to constitute a serious hazard to vehicular or pedestrian traffic or to the movement and operation of emergency equipment
- l. Parking on a lawn or sidewalk area
- m. The owner and/or operator are/is responsible for the cost involved in towing, impounding, and storing vehicles
- n. The College is not responsible for damage to vehicles, bicycles, or bicycle locks moved because of parking violations

M. Failure to Pay Fines, Fees, and/or Charges

- 1. Failure to pay outstanding traffic and parking fines, fees, and/or charges within fourteen days after issuance of a citation may result in the collection of fees in the following manner:
 - a. Penalties owed by employees of the College will be deducted from payroll checks.
 - b. Penalties owed by students will result in holds being placed on the student's record, preventing them from registering for courses, obtaining grades, and requesting transcripts, until penalties are paid.

N. Bicycles

- 1. Regulation is established to provide for the orderly movement and parking of bicycles on campus. Bicyclists' have a responsibility for pedestrian safety as well as their safety while using a bicycle on campus. The rights and safety of others should be considered at all times. Students may be charged with a violation of the Code of Student Conduct for riding a bicycle on a sidewalk or parking or storing a bicycle in a College building.
 - a. Bicycle riders are obligated to abide by the same laws as a motor vehicle and should ride on the right hand side of the street, obey all traffic signals and signs, and give hand signals (right arm extended for a right turn, left arm extended for a left turn and arm at a 45 degree angle with a hand signaling stop).
 - b. Bicycles will not be ridden in crosswalks or on lawns.
 - c. Bicycles will be parked in bicycle racks, or in other designated parking areas. Bicycles shall not be secured to stair railings, parking post, or trees.
 - d. Bicycles may not be operated or parked inside buildings, in passageways to the Quadrangle, in any location impeding pedestrian and vehicular movement, or in such a way as to create a hazard.
 - e. Bicycles will be chained only to bicycle racks.
 - f. Persons violating bicycle regulations will be ticketed and fined \$15.00. Repeat violations or actions endangering the safety of others will result in the bicycle being impounded and the bicyclist assessed an additional \$25.00 fee.
 - g. All abandoned bicycles will be impounded. A bicycle may be claimed, with proof of ownership, at the Department of Public Safety. After 60 days, unclaimed bicycles are considered abandoned property and will be disposed of via the regulations of the State of Louisiana for disposing abandoned state property. The College is not responsible for damage to bicycles or bicycle locks incurred during the impoundment procedure.

O. Schedule of Fines/Fees

1. The fines for various offenses are listed below. Payment should be made directly to The Office of Accounting and Finance, located in the Bienvenue Student Center.

| Offense | Fine | Offense | Fine |
|---|-------------|----------------------------|--|
| Warning Only | 0 | Parked in Fire Zone | \$50 |
| Violation of Bicycle Regulations | \$15 | Parked in Handicap Space | \$100 |
| Repeat Violations and Dangerous Violations | \$25 | Parked in Wrong Zone | \$20 |
| Parked in Roadway | \$20 | Blocking Other Vehicles | \$20 |
| Parked on Lawn/Sidewalk | \$20 | Parked in Two Spaces | \$20 |
| Parked in "No Parking Zone" | \$50 | Failure to Obey an Officer | \$40 |
| Valid Permit not Displayed (not registered) | \$30 | Running Stop Sign | \$50 |
| Parked in Faculty/Staff Lot | \$20 | Towable Offense | \$100 |
| Parked in Reserved Space | \$20 | Vehicle Boot | \$50 |
| Parked in Fire Zone | \$50 | Parked in Fire Zone | \$50 |
| Faculty & Staff Parking Permit | \$0 | Student Permit | \$50 (Fall & Spring Semester) \$25 (Summer) |

**When boots are placed on a vehicle (s) a \$50.00 Administrative Fee will be assessed for removal, plus any outstanding traffic/parking fines.*

Source of Policy: BRCC Police Department
 Related Policy: 7.1003

Vice Chancellor for
 Finance
 Responsible Administrator: 5.011
 LCTCS Policy Reference: Vehicle
 LCTCS Guideline Reference: Registration & Fees
 Date: 08.15.2014

Approved by: _____
 Chancellor Andrea Lewis Miller