



# TRAFFIC AND PARKING REGULATIONS 2020-21

## AT YOUR SERVICE

### Campus Shuttle (Jag Train)

The campus shuttle (Jag Train) is in operation from 7 a.m. to 5 p.m., Monday through Friday, during the fall and spring semesters. The shuttle operates between 7 a.m. and 2 p.m. during the summer semester.

Students with a valid Southern University identification card can ride the CATS bus system without paying the bus fare. This system serves the Baton Rouge area.

## Campus Evening Shuttle

The University Police Department operates the Campus Evening Shuttle from 5 p.m. to 1 a.m., Monday through Friday, on days when classes are in session. The Campus Evening Shuttle picks up students at various designated stops throughout the campus, including the library, Student Union, cafeteria, residence halls, and the Palisades apartment complex.

To get the Campus Evening Shuttle schedule and pick up points please download the Jags Safe App by going to the Apple App Store (Jags Safe) or Android Google Play Store (Jags Safe).

## SOUTHERN UNIVERSITY/LSU/SOUTHEASTERN/BATON ROUGE COMMUNITY COLLEGE PARKING AGREEMENT

As a part of the close educational cooperation between Southern University, Louisiana State University (LSU), Southeastern Louisiana University (SLU) and the Baton Rouge Community College (BRCC), many students, faculty, and staff members commute from one campus to another. Recognizing this, Southern University, LSU, SLU and BRCC will honor one another's parking permits as follows:

- Student permits will be honored at any legal space within a designated commuter student lot. However, student permits will not be valid in staff, faculty, visitor areas, or residence hall parking areas.
- Employee permits will be honored in any legal space in an employee and/or student area. However, employee permits will not be honored in any specifically reserved spaces.

Employees and students of all the above institutions 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, payment, or settlement of citations will be in accordance with the procedures of the school where the violation occurred.

## FOR ADDITIONAL INFORMATION, PLEASE CONTACT US AT

Southern University Police Department  
Office of Traffic and Parking  
P.O. Box 10719  
Baton Rouge, Louisiana 70813

Telephone (225) 771-2253  
Fax (225) 771-3263  
E-mail: [police@subr.edu](mailto:police@subr.edu)  
Website: [www.subr.edu/supd/](http://www.subr.edu/supd/)

.....

Geographical Information System Laboratory  
P.E. Pinchback Engineering Building  
Robert E. Smith Drive, Bldg. 186, Room 390  
Southern University and A & M College  
Baton Rouge, Louisiana 70813  
Telephone/Fax: (225) 771-3704

Center for Coastal Zone Assessments and Remote Sensing (CCZARS)  
NASA University Research Center / Geographical Information System  
Laboratory (GIS)  
August 1, 2006

### Projection Information:

Universal Transverse Mercator, Zone 15  
North American Datum 1983  
Source: Auto-CAD file provided by the Office of Technology and Networking Services (TNS), Center for Social Research, University Police Department, the Director of PAIR, and Facility Services.

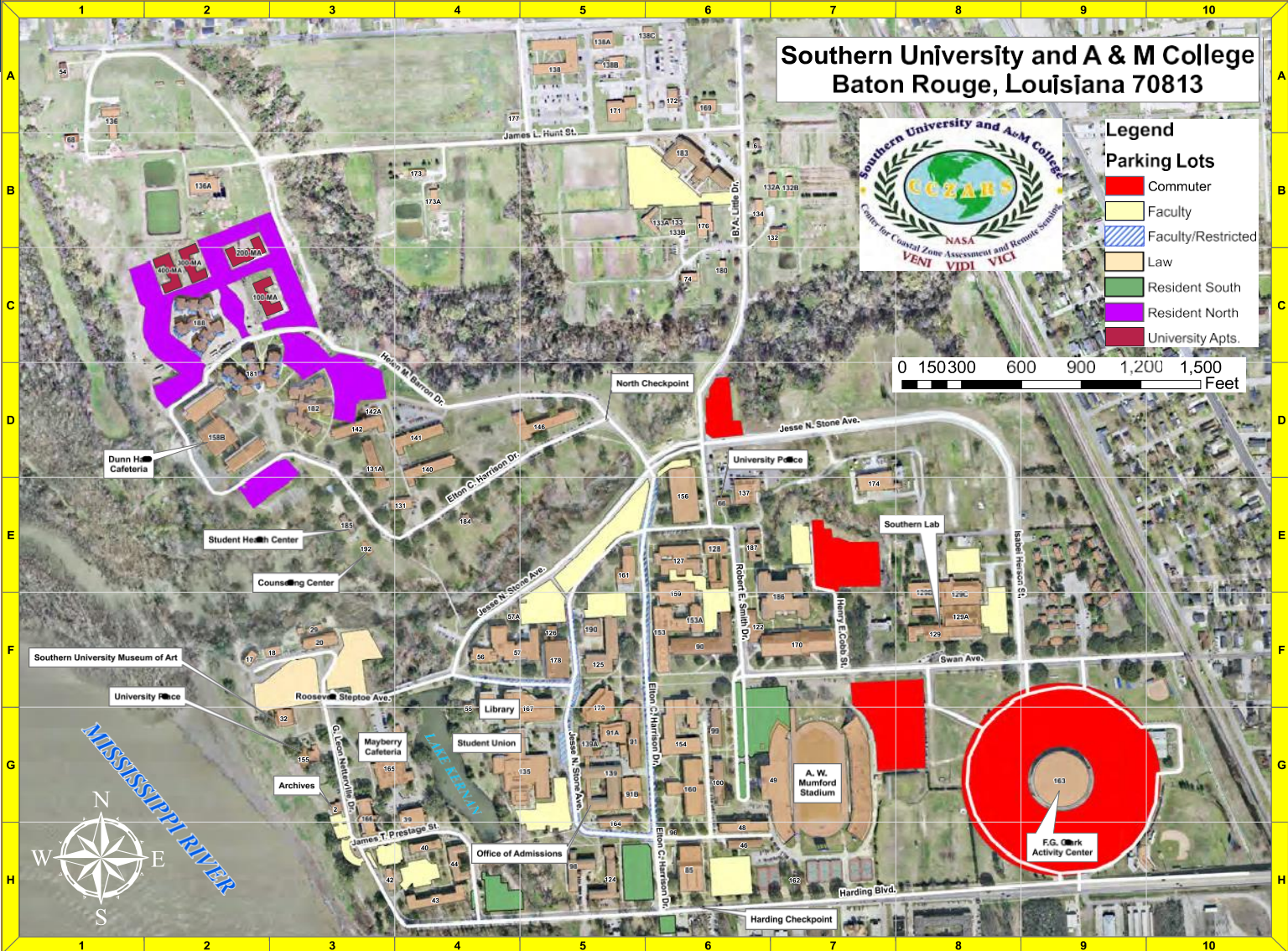
### CCZARS Disclaimer:

The Geographical Information System lab at the Center for Coastal Zone Assessment and Remote Sensing has made every reasonable effort to ensure quality and accuracy in providing this map and data set. Nevertheless, the user should be aware that the information on which it is based came from a variety of interdepartmental and governmental sources. CCZARS cannot guarantee the accuracy of this map and data set, and does not accept any responsibility for the consequences of its use.

Authors: Fulbert Namwamba, Ph.D., associate professor of urban forestry; and Alaa Shams, GIS analyst and Elliot Washington, research assistant.







# Southern University and A & M College Baton Rouge, Louisiana 70813



- Legend**
- Parking Lots**
- Commuter
  - Faculty
  - Faculty/Restricted
  - Law
  - Resident South
  - Resident North
  - University Apts.

0 150 300 600 900 1,200 1,500 Feet



2	Archives and Information Center	G-3	68	Calf Farm	B-1	131 Academic Training & Support	E-4	142A M. H. Carroll Custodian Storage	D-3	173A Growing Pen	B-4
6	Farm Cottage	B-7	74	Horticulture Barn	C-6	131A Octavia Head Clark Hall	D-3	146 Mary Booker Hall	D-3	174 Ruffin Paul Sr.	E-7
14	Counseling Center	E-3	85	Clifford T. Seymour Hall	H-6	132 Poultry Barn	B-6	153 James W. Lee Hall	F-6	176 Head House/ Green House	B-6
17	Riverside Hall	F-2	90	J. W. Fisher Hall	F-6	132A Poultry Boiler House	B-7	153A Health Research	F-6	177 Hazardous Waste Building	A-4
18	Ronald E. McNair Hall (Navy ROTC)	F-3	91	Tourgee A. DeBose	G-5	132B Poultry Boiler House	B-7	154 Frank Hayden Hall	G-6	178 Rodney G. Higgins Hall	F-5
20	Army ROTC	F-3	91A	Performing Arts Theatre	G-5	133 Green House 2	B-6	155 University Place	G-3	179 Augustus C. Blanks	F-5/G-5
20	Army ROTC Supply	F-3	91B	Isaac Greggs Band Building	G-5	133A Green House 1	B-6	156 T. T. Allain	E-6	180 National Plant Data Center	E-7
32	Southern University Museum of Art	F-3	96	Sewage Pump #2	G-5	133B Green House 3	B-6	158B Dunn Hall	D-2	181 Samuella V. Totty Hall	D-2
39	Intramural Women Auditorium/Gymnasium	G-4	98	Washington Hall	H-5	134 Poultry Laboratory	B-6	159 William Henry James Hall	F-6	182 Camille Shade	D-3
40	J. S. Clark Administration Annex	H-4	99	Horace G. White Hall	G-6	135 Smith-Brown Memorial Union	B-6	160 William W. Stewart	G-6	183 Ashford O. Williams Hall	B-6
42	Collections and Receivables	H-3	100	William Edward Reed Hall	C-2	136 Dairy Creamery	A-1	161 James B. Moore Hall	E-6	184 Student Pavilion	E-4
43	Wallace Lee Bradford Hall	H-4	100-MA	Millennium Apartments	C-2	136A Barn Dairy	B-2	162 LaCumb's Cage	H-7	185 Baranco-Hill Student Health Center	E-3
44	Lottie Anthony Hall	H-4	122	Office of Student Financial Aid	F-6	137 Old Maintenance Shop	E-6	163 F. G. Clark Activity Center	G-9	186 P. B. S. Pinchback Engineering Building	F-7
46	Jesse Owens Hall	H-6	124	Bethune Hall	F-5	138 Benjamin Kraft Building	A-5	164 University Bookstore	H-5	187 Honors College	E-6
48	Grandison Hall	H-6	125	Pinkie E. Thrift Hall	F-5	138A Physical Plant Warehouse	A-5	165 E. N. Mayberry Hall	G-3	188 U.S. Jones Hall	C-2
49	A. W. Mumford Stadium	G-7	126	Law Center Annex	F-5	138B Physical Plant Storage	A-5	166 J. S. Clark Administration	G-3	190 Child Development Center	F-5
54	Farm Cottage	A-1	127	Architecture West	E-6	138C Surplus Property Building	A-5	167 John B. Cade Library	F-4/F-5	192 Counseling Center	E-3
55	J. S. Clark Memorial	G-4	128	Architecture East	E-6	139 T. H. Harris Hall (Office of Admissions)	G-5	169 Meat Processing Plant	A-6	200-MA Millennium Apartment	C-2
56	A. A. Lenoir	F-4	129	SU Laboratory School	F-8	139A T. H. Harris Hall Annex	G-5	170 J. K. Haynes Hall	F-7	300-MA Millennium Apartment	C-2
57	A. A. Lenoir	F-4	129A	SU Laboratory Elementary	F-8	140 Ollie Butler Moore Hall	D-4	171 Central Stores and Warehouse	A-5	400-MA Millennium Apartment	C-2
57A	A. A. Lenoir Law Center	F-4	129B	SU Laboratory Pre-K and Kindergarten	F-8	141 Mildred M. Satter Hall	D-4	172 Motor Pool	A-6	North Checkpoint	D-5
66	William L. Pass Station (University Police)	E-6	129C	SU Laboratory Gym and Cafeteria	F-8	142 Morris Henry Carrol Hall	D-4	173 Farrowing House	B-4	Harding Checkpoint	H-6

# regulations

## STATEMENT OF POLICY

The operation and parking of your motor vehicle on the Southern University, Baton Rouge, campus are privileges granted by the University and are revocable at any time.

These *Traffic and Parking Regulations* are published and enforced to facilitate the safe and orderly movement of motor vehicles and bicycles on campus and to provide a safe environment for pedestrians.

Since a safe and orderly campus can best be achieved by keeping vehicular traffic at a minimum during peak hours of pedestrian and vehicle traffic on campus, the University is committed to regulations that will make the Southern campus a “walking” campus. This concept requires that walking, bicycle riding and/or riding the campus shuttle (Jag Train) becomes the preferred means of transportation on campus by all students, employees, and visitors between 7 a.m. and 5 p.m., Monday through Friday. Use of vehicles by students, employees, and visitors is limited during these hours, which are designated as the *hours of zone parking*. **A parking permit is required at all hours on weekdays (day and night), except for University-wide holidays when most offices are closed.**

The University, as a matter of policy, recognizes the automobile as being necessary for transportation to and from the campus by most employees and many students. The University is therefore committed to providing adequate on-campus parking for all students, employees, and visitors.

The University **does not** recognize the automobile as necessary for intra-campus transportation during the *hours of zone parking*. During the *hours of zone parking*, automobiles must be driven on campus only to the extent necessary to reach an assigned lot or zone or to leave the campus. Automobiles should not be used as a means of intra-campus transportation, except in accordance with the specific provisions of these regulations.

Vehicles must yield to pedestrians at all intersections and all other designated crosswalks on University streets. Please note that some campus streets are closed to vehicles used by students during the *hours of zone parking*, **which are Monday through Friday, 7 a.m. - 5 p.m.**

During days when University offices are open and there are no classes, no registration and no examinations, student vehicles with permits may park in any non-restricted student zone.

All students, employees, and visitors operating motor vehicles on campus must register for a parking permit and obey the Traffic & Parking Regulations. However, **freshman students with less than 24 credit hours living on campus are prohibited from parking on campus unless a Parking Waiver form is approved by the Office of Student Affairs & Enrollment.** **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 traffic control and parking, however, interpretation of the intent of these regulations will be the responsibility of Traffic & Parking.** Specific questions may be directed to Traffic & Parking, (225) 771-2253.

**To receive a permit, all students and employees must pay a registration fee.**

The University is not responsible for theft of or vandalism to vehicles on the campus. Drivers are urged to lock their vehicles at all times when they park on the campus.

**Motorcycle Parking and Permit:** Motorcycles (including motor scooters, motorbikes, and mopeds) must be registered with the Office of Traffic and Parking and parked in the appropriate area. These vehicles must not be parked on lawns or sidewalks. Motorcycle permits are \$45.00 for employees and students.

**JAGS RESERVED Parking:** Designated reserved parking at various areas around campus that can be reserved by students, employees and visitors with payment through our Parking App. ([subr.lprpermit.com](http://subr.lprpermit.com)). The cost is \$6.50 for four hours of parking. These reserved parking spaces are designated by green parking lines and signage. Unauthorized vehicles will be ticketed, immobilized and/or towed at driver's/owner's expense.

**Meter Parking:** Metered parking is provided at various locations around campus at a rate of \$1.50 per hour (\$12 maximum). All meters (multi-space pay stations and double-headed meters) take credit/debit card payments only. **No Cash is accepted.** Parking in a metered space without



payment is a cause for your vehicle to be ticketed, immobilized and/or towed at driver's/owner's expense.

**Band Practice Area:** During the fall semester, all vehicles must be removed from Zone 117S, on the east side of Mumford Football Stadium by 6 p.m. Monday through Friday.

**Football Parking:** All vehicles must be removed by 5 p.m. on days preceding home football games. from the following areas: Zone 108 surrounding the Student Union, including

the area in front of the University Bookstore, and T.H. Harris Hall. Also, Zone 116 in front of Grandison, Reed, and White residence halls, and the lot on the corner of Robert Smith Boulevard and Swan Avenue. Other areas from which vehicles must be removed are the service road at the south end of Mumford Stadium, the service road between Grandison and Owens residence halls, and Zone 115, the Seymour Hall lot. Vehicles in these areas after noon shall be towed and impounded at the owner's expense. Alternate parking areas will be announced prior to each home football game. Day before Game Day, vehicles in certain areas must be moved by 5 p.m.

## game day parking





# permit registration

## OFFICE OF TRAFFIC AND PARKING

The Office of Traffic and Parking is a division of the Southern University, Baton Rouge, Police Department and is located in University Police Headquarters at Jesse Stone Avenue and B.A. Little Drive. This office is responsible for controlling the movement of vehicular traffic and enforcing parking regulations on the campus.

### GENERAL REGULATIONS

These general regulations, which require the display of a parking permit, are in effect at all times for students, faculty, and staff. Students must have a student permit (decal) displayed at all times from **August 3, 2020 through July 30, 2021**. Faculty and staff permits (hang tags) must be displayed at all times from **August 3, 2020 through July 30, 2021**. However, zone parking regulations governing the operation of motor vehicles on campus by students and employees are in effect between the hours of 7 a.m. and 5 p.m., Monday through Friday (hours of zone parking), except for University-wide holidays when most offices are closed.

University traffic and parking regulations are indicated by these printed regulations, signs, street, and curb markings. It is impractical, however, to post signs in all areas of University property where parking is prohibited.

Parking is definitely prohibited on lawns, sidewalks, in firelanes (red curb), no parking (yellow curb), in reserved parking spaces, or in handicapped parking spaces without the proper permit. Parking also is not allowed in the aisles of parking lots or any area not marked as a designated parking space.

The Office of Traffic and Parking may modify or temporarily suspend any provision of these regulations during emergencies, bad weather, construction, special events, or any other situation affecting the traffic flow or parking needs of the University.

All students and employees operating motor vehicles anywhere on campus must register for a parking permit and learn to obey these *University Traffic and Parking Regulations*. This includes all students enrolled in part time, evening, and/or weekend classes, and faculty members instructing these classes. **Ignorance of these regulations will not be accepted as a defense for violations.**

These University regulations attempt to cover all instances of traffic control and parking enforcement in specific detail. However, interpretation of these regulations will be the responsibility of the **Office of Traffic and Parking**. Specific questions may be directed to the Office of Traffic and Parking at (225) 771-2253.

## PERMIT REGISTRATION

**Any University student or employee; any employee of a federal or state agency housed on campus; and anyone who operates a vehicle—regularly, occasionally, or temporarily—for the benefit or convenience of a student or employee, must register with the Office of Traffic and Parking within 48 hours after the vehicle is brought on campus.**

The person receiving the permit from the Southern University, Baton Rouge, Office of Traffic and Parking (or the person driving the vehicle if no permit is displayed) is held responsible for all violations committed by that vehicle (or vehicle displaying that permit). When a violation is committed by a driver other than the registered owner, both the driver and owner may be held responsible.

In addition to the University's traffic and parking regulations, a vehicle parked on campus must comply with all city ordinances and state laws relating to motor vehicles in order for the permit to be valid.

A permit does not ensure the availability of a parking space, but grants the privilege of parking in a designated area when space is available. The lack of parking space is not an excuse for illegal parking.

**Operating or parking a vehicle on campus without a properly displayed permit will result in the issuance of an “unregistered vehicle” ticket. A vehicle receiving three or more such tickets will be immobilized and/or towed by the University. Immobilized charge of \$50 (\$100 towing) will be assessed.**

Federal, state contractors/vendors that renders services on campus during restricted hours will have to register with the Office of Traffic & Parking and obtain a contractor/vendor parking permit. The permit cost is \$4 per month (or up to a month)

Registration of vehicles is done on-line ([www.permits.subr.edu](http://www.permits.subr.edu)) with permits to be picked up at the Office of Traffic and Parking located in University Police Headquarters, between 7:30 a.m. and 5 p.m., Monday through Friday. ALL vehicles MUST BE registered online EXCEPT the Lab School Students. However, if the online link goes down, permit registration will be done manually.

## STUDENT PERMITS

Students are encouraged to obtain their permits during the official University registration period. During University registration, all student vehicles (which include students enrolled in day, evening, and online courses) can be registered at the designated satellite location. All students will have ten **business days (two weeks) after the first day of classes to register their vehicle**. During this grace period, all unregistered vehicles are restricted to parking at the F.G. Clark Activity Center. Thereafter, all unregistered vehicles must park off-campus or be subject to ticketing, booting and/or towing.

**Misuse of a permit, obtaining a permit by fraud, and use or possession of a lost, stolen, or counterfeit permit, and giving the University incorrect information are violations of the *Code of Student Conduct* and of traffic and parking regulations. Use or possession of a lost, stolen, or counterfeit permit may result in vehicle being booted and/or towed, disciplinary action, criminal prosecution and/or being banned from parking on campus.**

The registration fee schedule for student parking permits is as follows:

- A semester permit (fall and/or spring) ..... \$45
- A semester permit (Summer only) ..... \$7.50
- Commuter and Law Center students can purchase only one hang tag. . . . . \$45
- The charge for replacement of any lost or unreturned permit will be **\$25. All lost or stolen permits must be reported immediately. For students, failure to report the loss will be considered a violation of the Code of Student**

**Conduct Stolen permits must have a Police report.**

A limited number of reserved student parking spaces are available at Seymour Gym, T.T. Allain, Old Financial Aid and near Lacumba's Cage.

**Payment Methods:** Cashier Receipt, Money Orders, Credit or Debit Card. During the Registration period only, the \$45 permit fee may be placed on student's billing statement.

**Resident student must have achieved a minimum of 24 credit hours to operate and/or register a vehicle on campus.**

A resident student will receive one permit (decal) that must be affixed to the front driver's side windshield, directly above the vehicle inspection, or other sticker. No tape, cellophane, or any other adhesive device may be used to affix the decal to the windshield. **If permit is not properly displayed, it is subject to the prescribed fine.** Students who change their status to or from Resident (North or South Campus), Law School, or Commuter must notify the Office of Traffic and Parking and purchase the correct new permit at a cost of \$25.

Student parking permits are color-coded to match their respective parking areas as indicated on the campus map in this brochure. Student parking permits convey specific parking privileges **ONLY** to the student to whom the permit is issued. *Students (including student workers) are prohibited from driving and parking vehicles in employee areas during zone parking hours unless prior permission is obtained in advance from the Office of Traffic & Parking. Student vehicles parked in employee areas are subjected to be ticketed, booted and/or towed.*

**Commuters:** Red hang tag issued to students who are listed by the University as living off campus. Parking in Zones 110S, 117S, 117MD and 118S. **To be properly displayed, a permit must be hung from the rearview mirror with the front facing the windshield, unobstructed by any other object.** The permit may also be placed face up on the dashboard where the permit number is unobstructed and can be clearly read at all times.

**Residents—South Campus:** Green decals issued to students who are listed by the University as living in Grandison, Reed, White, Bethune and Bradford Residence Halls. Parking in Zones 106D, 107D and 116D. Only one permit may be issued to a student residing on campus.

**Residents—North Campus:** Purple decals issued to students who are listed by the University as living in University Apartments, U.S. Jones, Shade, Boley and Totty Residence Halls. Parking in Zones 102D and 103D. Only one permit may be issued to a student residing on campus.

**Law Center:** Tan hang tag issued to students registered with the Southern University Law Center. Parking in Zone 105L. May park in commuter lots when Law Center lots are full. **To be properly displayed, a permit must be hung from the rearview mirror with the front facing the wind-shield, unobstructed by any other object.** The permit may also be placed face up on the dashboard unobstructed and must be up at all times. Law students living on campus must be issued a Resident\Law permit.

**Medical and/or Handicapped/Disabled Permits for Students/Employees** • Only students, employees and visitors who have a handicapped/disabled automobile license plate or handicapped placard/hangtag will be eligible to park in a handicapped/disabled parking space. A student may be eligible for special medical parking if she or he has a temporary medical problem that affects walking. This temporary medical permit may be issued after obtaining appropriate certification from a physician with final approval through the SU Student Health Physician. **Medical parking permits are not valid for handicapped/disabled spaces unless the vehicle has a handicapped/disabled license plate or a handicapped placard/hangtag.** All handicapped hangtags are issued through the state Office of Motor Vehicles. SU Traffic and Parking does not issue handicapped hangtags or placards.

### **All Zones Parking Lots:**

**F.G.Clark Activity Center Lot (Mini Dome)** Zone X117MD is open to all valid SU Permits (Commuter, Resident North & South, Law, Faculty/Staff, and Visitors). Permits must be properly displayed on the vehicle unobstructed.

**Horace Moody Intramural Sports Complex Lot** Zone X103 is an All Zones lot **for those visiting the Sports Complex ONLY.** Those parking in this lot and not visiting the Sports Complex will be ticketed, booted and/or towed.





**Mobility Impaired:** Students with temporary or permanent impairments should contact the Louisiana Department of Motor Vehicles to obtain a Mobility Impaired hangtag. Additional information is available at (225) 925-6140.

**Special Loading, Unloading, and Emergency Parking:** Please contact the Office of Traffic & Parking to receive permission to park outside of assigned zones, in a service drive, or in a loading zone (emergency situations only). Normally, such permission is issued for a maximum of 15 minutes. Flashers must be on at all times when parked in a loading zone.

## Employee Permits

New employees must present a letter from the Office of Human Resources listing their employment status when applying for a parking permit.

University employees may register their vehicles online at [www.permits.subr.edu](http://www.permits.subr.edu) and pick up their permit at the Office of Traffic and Parking located in University Police Headquarters,

W.L. Pass Station. **However, if the online link goes down, permit registration will be done manually.**

University personnel with reserved parking spaces are not allowed to relinquish their reserved space to any other university employee or non-university employees.

**Reserved Spaces:** Reserved signed spaces are reserved for Chancellor, Vice Chancellors, Deans, Directors, and Chairs only. Reserved numbered spots (Administration Bldg. Lot, Human Resources Lot, Law North and West Lots and Library Lot) are open to any employee at a cost of \$40/year for each spots (if available). The only exception is the Law School Lot. Approval from the Law School is required to secure a Law School lot reserved space.

The registration fee schedule for employee parking permits is as follows:

- Annual permit (**August 3, 2020- July 30, 2021**) ... \$45
- Temporary employee (Per month) ..... \$4
- Retiree ..... N/C
- Employee permits ALWAYS \$45.00, NO Discounts

**If rehired, retirees must return retiree hang tags and purchase a faculty/ staff tag.**

The charge for replacement of any lost or unreturned permit will be \$25. **All lost or stolen permits must be reported immediately.**

A limited number of reserved parking spaces are available on campus. Traffic will order them but departments will pay for sign. The fees below are in addition to permit registration fees:

- Annual parking (**August 3, 2020 - July 30, 2021**) .. \$40
- Reserve Parking cannot be reassigned nor allow Co-workers or others to park while on vacation or absent.

A permit conveys specific parking privileges ONLY to the person to whom it is issued:

**Faculty/Staff:** Yellow hangtags issued to full-time permanent University employees. This permit is not available for graduate students, graduate assistants, work-study students, students on special grants, or Law Center students.

**Administrators:** Blue hangtags issued to chancellor, vice chancellors, deans, directors, and department heads only.

**Law Center Faculty/Staff:** Gold hangtags issued to full-time permanent Law Center employees.

**Law Center Administrators:** Light blue hang tags issued to Law Center chancellor, deans, directors, and department heads only.

**Retirees:** Silver hangtags issued to retired University employees. **Must be returned upon re-employment.**

**Temporary Faculty/Staff Members:** Cardboard hangtags issued to temporary/part-time University employees. **The cost is \$4 per month.**

**Law Enforcement Personnel:** Members of law enforcement agencies who come to campus as students in their official



vehicles must register with the Office of Traffic and Parking.

**An employee will receive one permit (hangtag). Privileges are not in effect until the permit is properly displayed and can be clearly read from outside the vehicle. The permit may also be placed face up on the dashboard and must be up at all times.**

**Parking privileges may not be transferred to another individual who is not entitled to them. Unauthorized use of a permit by those not entitled to the privileges may subject the individual to disciplinary action and/or revocation of the permit. Use or possession of a lost, stolen, or counterfeit permit may result in disciplinary action and/or criminal prosecution.**

## VISITOR PERMITS

**Campus visitors must register with the Office of Traffic and Parking. Campus visitors attending an event that require 3 days or more of parking must purchase a \$4 temporary hang tag.**

Visitors are welcome on the Southern University, Baton Rouge, campus. A visitor to campus is defined as a person who is not affiliated with the University as an employee or student. This definition excludes spouses and family members who operate a vehicle on campus for the benefit or convenience of an employee or student. A visitor who cannot find a parking space in a visitor area may park in any other available non-reserved parking space, providing a visitor permit has been obtained from the Office of Traffic and Parking in Police Headquarters on B.A. Little Drive.

**A visitor who receives a ticket is asked to comply with the instructions on the back of the ticket.**



## BICYCLE REGISTRATION

Regulations have been established to provide for the orderly movement and parking of bicycles on campus. In using bicycles on campus, the rights and safety of others should be considered at all times.

A Baton Rouge city ordinance requires that bicycles be registered. It is recommended that all students register their bicycles with the Baton Rouge City Police Department. The fee for this registration is \$5. Please contact the Baton Rouge City Police Bicycle Registration Office at (225) 389-3822 for additional information.

Bicycle riders are subject to the same rules as motor vehicle operators and should ride on the right side of the street, obey all traffic signals and signs, and use appropriate hand signals. **Bicycles must not be ridden on sidewalks or lawns.**

**Bicycles must be parked in bicycle racks.**

Bicycles may not be operated or parked inside buildings, on sidewalks, in any location impeding pedestrian and/or vehicular movement, or in such a way as to create a hazard.

Bicycles must be chained only to bicycle racks.

## MOTORCYCLE REGISTRATION

Motorcycles, Moped, Motor Scooters **MUST** register and receive a decal. Motorcycle registration is \$45.00 for employees and students. Motorcycle/Moped/Motor Scooter is defined as self-propelled device with at least two wheels in contact with the ground during operation; a braking system; a gas/electric motor; and a standing or sitting deck for person operating the device.



# VIOLATIONS AND FINES

Traffic and parking violations on campus will result in the issuance of uniform traffic citations, University citations, immobilizing, towing, and impoundment of the vehicle, and/or banning of the individual from operating a vehicle on campus.

Violations	Fine
Parking, Stopping, or Standing in a Handicap Space without Handicap Permit, and/or blocking a handicap ramp or curb cut	\$200
Vehicle Not Displaying Valid Permit (Not Registered)	\$30
Parking or Stopping in a No Parking Zone	\$30
Parking or Stopping in the Wrong Zone	\$30
Parking or Stopping on Lawn/Sidewalk	\$30
Parking or Stopping at Yellow Curb	\$30
Parking or Stopping in a Fire Lane	<del>\$50</del>
Parking or Stopping, or Standing in a Reserved Space	\$30
Driving on a Restricted Street	\$30
Driving on Lawn/Sidewalk	\$30
Disregard to Traffic Control Device	\$30
Disregard to Officer's Signal or Instruction	\$50
Failure to Stop at Stop Sign	\$50
Driving the Wrong Way on a One-Way Street	\$50
Dashboard flyers for 3 or more days, stamped by Traffic and Parking	\$ 4
Departmental pass, per semester. NO Replacement	\$20
Medical Pass (per month)	\$ 4
Other Improper Parking*	\$30

**\*Other improper parking includes, but is not limited to:**

- Parking against the flow of traffic on streets or in parking lots
- Occupying more than one space
- Parking more than one foot from the curb or failure to park evenly between the lines of a parking space
- Parking outside of the lines of a parking space.
- University vehicles are allowed to park on grass or sidewalks for 15 minutes only.
- Parking in such a way as to block in a properly parked vehicle



## TOWING, IMMOBILIZING, and IMPOUNDMENT

The University reserves the right to tow, immobilize and/or impound, at the owner's expense, any vehicle on a 24-hours-a-day, 7-days-a-week basis for the following violations:

- a. An abandoned motor vehicle, in accordance with state laws. This includes inoperable vehicles, or those presenting an eyesore.
- b. Any vehicle found on campus that has received three or more unregistered tickets for failure to properly display a valid permit.
- c. Parking, stopping, or standing at a red or yellow curb, or in a handicapped space (blue) without a valid permit.
- d. Use of an unauthorized or altered permit.
- e. Parking, stopping, or standing out of designated zone during the *hours of zone parking*.
- f. No license plate and/or VIN # covered
- g. Parking, stopping, or standing in such a way as to constitute a serious hazard or potential hazard to vehicular or pedestrian traffic or to the movement and/or operation of emergency equipment.
- h. Parking, stopping, or standing in a reserved space, or area.
- i. Parking, stopping, or standing on a lawn, sidewalk, in a crosswalk, or in the aisle of a parking area.
- j. Parking, stopping, or standing on the pedestrian walkways (slabs) located in the F.G. Clark Activity Center parking lot.
- k. Parking, stopping, or standing in a curb cut or ramp marked in blue or signed for wheelchairs.
- l. Parking, stopping, or standing within 15 feet of a fire hydrant.**

Vehicles also may be removed to otherwise enforce compliance with these regulations.

**A TOW CHARGE AND STORAGE FEE WILL BE ACCESSED.** Storage fees are charged on a per day rate, not including the day which a vehicle is towed. Towing charges, storage fees and immobilization fees (if booted) are due prior to the release of a vehicle, without exception. Impounded vehicles will be released by the University upon receipt of proper identification of the owner and/or operator and the presentation of a receipt for payment of assessed charges, including all fines.

If your vehicle has been Immobilized you must report to the Office of Traffic & Parking with a valid driver's license between the hours 7:30 a.m.-4 p.m. The owner and/or operator are responsible for the cost involved in towing (\$100), immobilizing (\$50), impounding and storing vehicle.





## payment and appeals

- Disagreement with the Traffic and Parking Regulations

Failure to appear at a scheduled appeal hearing after being properly notified will result in the loss of the right of appeal.

The findings of the University Traffic and Appeals Committee are final.

### UNIFORM TRAFFIC CITATIONS

Southern University Police Officers will write uniform traffic citations for violations of the **Louisiana Revised Statutes (LRS)** that relate to the operation of motor vehicles. Examples of these are speeding (LRS 32:64), driving while intoxicated (LRS 14:98), operating a motor vehicle without a valid driver's license (LRS 32:52) or without a valid license plate (LRS 32:51), or without a valid inspection sticker (LRS 32:53), running a stop sign (LRS 32:123), or reckless operation (RS 14:99).

These citations are referred to the Office of the District Attorney, East Baton Rouge Parish, for processing through the 19th Judicial District Court which determines fines for these violations.

### **CAMPUS SPEED LIMIT: 20MPH (unless otherwise posted)**

The University is not responsible for damage to vehicles towed, immobilized, or impounded for violations. Damaged or stolen boots are the owner's responsibility and will be charged for the replacement.

### PAYMENT and APPEALS

All traffic and parking fines will be paid at the University Bursar's Office located on the first floor of the J.S. Clark Administration Building. Payment must be made in person and no violation will be considered cleared until the correct amount has been paid and proof of payment, in the form of a receipt from the Bursar's Office has been presented to the Office of Traffic and Parking.

The University utilizes a registration hold system to enforce academic and fiscal responsibilities. A hold prevents an individual with unpaid tickets from registering for classes and from receiving copies of transcripts and records. The hold is released only upon payment of delinquent tickets at the University Bursar's Office.

Delinquent University traffic tickets held by a University employee may affect salary and continued employment. If a person fails to respond to a notice of violation of traffic and parking regulations, a report may be sent to the appropriate dean or director for action.

University tickets may be appealed through the Dean of Student Affairs and Parking Appeals Committee, provided that such appeals are filed in writing on the second floor of the Smith-Brown Student Union in the Office of Student Affairs, using the form available there, within seven (7) calendar days from the issuance of the university ticket. **Failure to properly file an appeal within seven (7) calendar days will result in the loss of the right of appeal.**

**Appeals based on the following are not acceptable:**

- Ignorance of the regulation
- Stated inability to find a permitted parking space
- Operation of the vehicle by another person
- Stated failure of the officer to ticket previously for similar offenses
- Inability to pay fine

traffic citation







**SOUTHERN<sup>®</sup>**  
**UNIVERSITY**  
And  
Agricultural & Mechanical College  
BATON ROUGE, LOUISIANA

**TRAFFIC AND PARKING DIVISION**  
**UNIVERSITY POLICE**

P.O. BOX 10719 BATON ROUGE, LA 70813  
PHONE: 225 771.2253 | FAX: 225 771.3263  
[WWW.SUBR.EDU](http://WWW.SUBR.EDU)

**ON-LINE REGISTRATION**  
**[WWW.PERMITS.SUBR.EDU](http://WWW.PERMITS.SUBR.EDU)**