



TRAFFIC AND PARKING REGULATIONS 2017-18

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 when classes are in session. The shuttle operates between 7 a.m. and 2 p.m. during the summer semester.

The Capital Area Transit System (CATS) operates four (4) additional bus lines which stop on the campus on the west side of T.T. Allain Hall. These bus lines travel to various parts of the Baton Rouge area, including hospitals and shopping malls. Contact CATS at 225-389-8282 or visit www.brcats.com for additional information.

Students with a valid Southern University identification card can ride the CATS bus system without paying the bus fare.

Campus Evening Shuttle

The University Police Department operates the Campus Evening Shuttle from 5 p.m. to 1 a.m., Monday through Friday, when classes are in session. The Campus Evening Shuttle transports students to and from designated stops on the campus and the Palisades Apartments.

To utilize the Campus Evening Shuttle, please download the Jags Safe app (Iphone: Jags Safe, Android: Jagssafe). Once downloaded, the app will show the shuttle stops on the campus including the Palisades Apartment Complex and the time the shuttle is scheduled to arrive at each stop. Please call 225-771-6222 for additional information.

SOUTHERN UNIVERSITY/LSU/BRCC PARKING AGREEMENT

As a part of the close educational cooperation between Southern University, Louisiana State University (LSU), and the Baton Rouge Community College (BRCC), many students, faculty, and staff members commute from one campus to another. Recognizing this, Southern University, LSU, 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 MOR 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 Website: www.subr.edu/supd/

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Geographical Information System Laboratory
FBS 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:

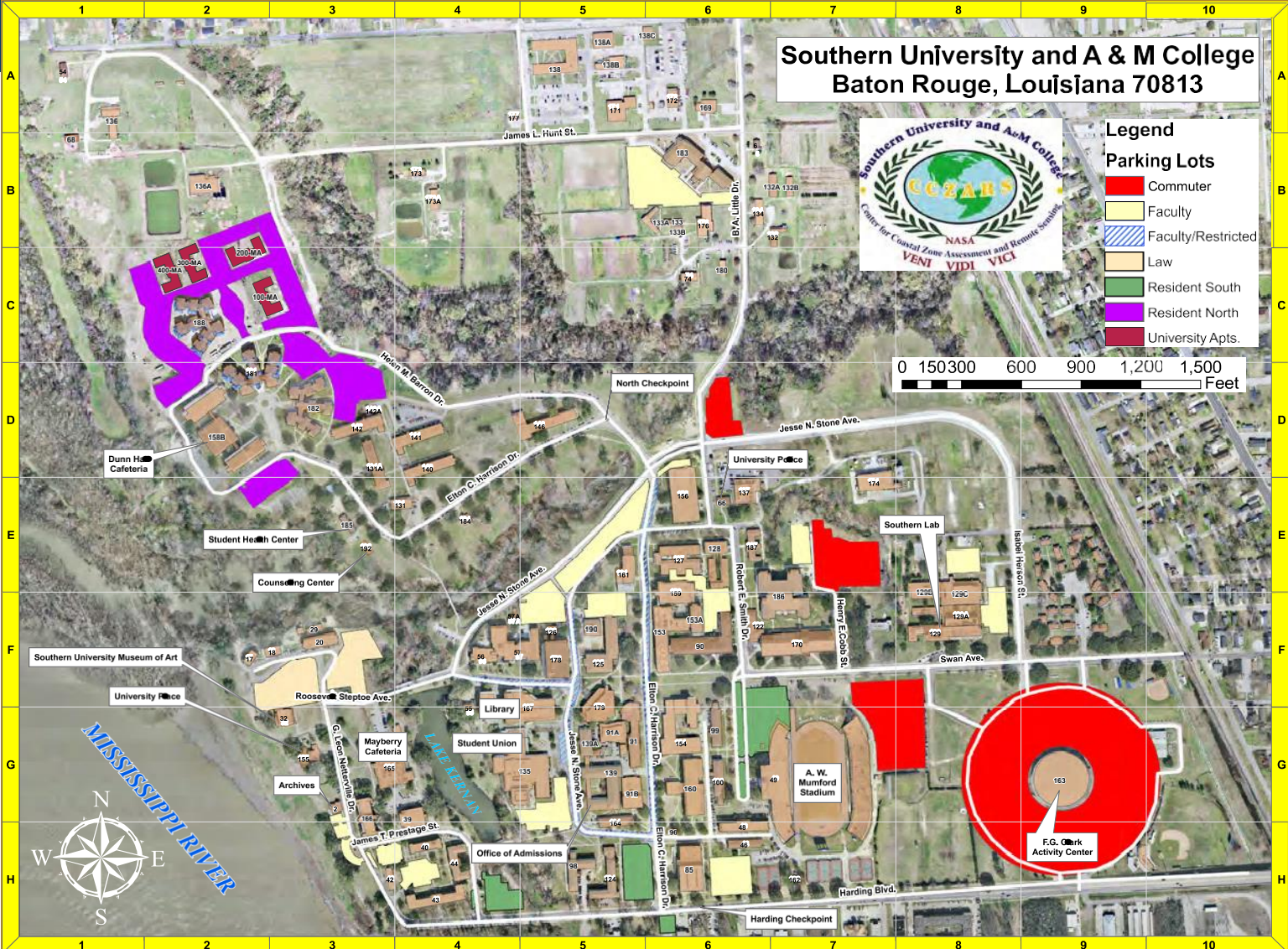
Universal Transverse Mercator, Zone 15
North American Datum 1983
Source: Auto-CAD file provided by the Office of Technology and
Networking Services (TNS), Center for Social Research, University Police
Department, the Director of PAIR, and Facility Services.

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.





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
20	Ronald E. McNair Hall (Navy ROTC)	F-3	91	Tougee A. DeBoe	G-5	132B Poultry Boiler House	B-7	154 Frank Hayden Hall	G-6	178	Rodney G. Higgins Hall	F-5
18	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
29	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-6	133B Green House 3	B-6	158 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	G-4	160 William W. Stewart	G-6	183	Ashford O. Williams Hall	B-6
42	Collections and Receivables	H-3	100	William Edward Reed Hall	G-6	136 Dairy Creamery	A-1	161 James B. Moore Hall	E-6	184	Student Pavilion	E-6
43	Wallace Lee Bradford Hall	H-4	100-MA	Millennium Apartments	C-2	136A Barn Dairy	B-2	162 Lacumba'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	H-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*.

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 there are no classes, no registration and no examinations, student vehicles with permits may park in any non-restricted student zone.

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.

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

Football Parking: On days of home football games, all vehicles must be removed by 6 a.m. 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 by noon 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 6 a.m. 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 (decals) displayed at all times. Faculty and staff permits (hang tags) must be displayed at all times August 1 through July 31. 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 fire lanes (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 is \$50, towing is \$100.

Registration of vehicles is done on-line (go to 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 10 p.m., Monday through Thursday and 5p.m. on Friday. ALL vehicles MUST BE registered on- line EXCEPT Lab School Students.

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 F.G. Clark Activity Center. All students will have **five business days 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 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 disciplinary action and/or criminal prosecution.

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
- 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 with a police report.

Payment Methods: Cashier Receipt, Checks from faculty or staff, Money Orders, credit/debit cards or pay On-line by the DEADLINE of September 10. NO CASH!

Students residing on campus 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 the permit is not properly displayed, the vehicle is considered "Unregistered" and 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.

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.

Commuters: Red hang tag issued to students who are listed by the University as living off campus. Parking in Zones 110S and 117S. **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 and must be visible at all times.

Residents—South Campus: Green decals issued to students who are listed by the University as living in Grandison, Reed, White or Bethune Residence Halls. Parking in Zones 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 or U.S. Jones, Shade, or 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 and must be visible at all times. Law students living on campus must be issued a resident permit.



Mobility Impaired: Students with temporary or permanent impairments should contact the Louisiana Department of Motor Vehicles to obtain a Mobility Impaired hangtag.

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 permits are issued for a maximum of 15 minutes. A special loading/unloading permit should be requested only if the object to be delivered is too heavy or too large to be carried. This permit must be picked up from the Office of Traffic and Parking in advance of parking. Flashers must be on at all times when parked in a loading zone.

EMPLOYEE PERMITS

University employees may register their vehicles at the Office of Traffic and Parking located in University Police Headquarters, William Lee Pass Station.

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

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

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

- Annual permit (August 1 through July 31)..... \$45
- Temporary employee (Per month) \$4
- RetireeN/C
- Employee permits are \$45.00, after May 31, \$25.00.

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 1 through July 31)..... \$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 personal



visitor permits

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 visible 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 attending an event that requires 3 days or more of parking must purchase a \$4 (good for one month) 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 should bring it to the Office of



Traffic and Parking.

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 **MUST** registered and the registration is \$45.00 for employees and students.



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	\$50
Parking or Stopping, or Standing in a Reserved Space	\$30
Other Improper Parking*	\$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 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

Violations

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 permit.
- c. Parking, stopping, or standing at a red or yellow curb.
- d. Use of an unauthorized or altered permit.
- e. Parking, stopping, or standing out of zone during the *hours of zone parking* (7 a.m. to 5 p.m.)
- f. No license plate or temp tag.
- 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 handicapped space without a proper permit or 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. The fee for towing a vehicle is \$100.

If your vehicle has been towed or Immobilized you must report to the Office of Traffic & Parking between the hours 7:00 a.m.-10 p.m. Monday through Thursday and 7:00 a.m. to 5:00 p.m. on Friday. The owner and/or operator are responsible for the cost involved in towing, immobilizing, impounding and storing vehicles. The charge for immobilizing a vehicle is \$50.

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

- 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 Office of Student Affairs Traffic and Parking 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.



PAYMENT and APPEALS

All traffic and parking fines can be paid at the Office of Traffic and Parking or 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.

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 Office of Student Affairs Parking Appeals Committee, provided that such appeals are filed in writing in using the form available at the Office of Traffic and Parking 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



SOUTHERN[®]
UNIVERSITY
And
Agricultural & Mechanical College
BATON ROUGE, LOUISIANA

**TRAFFIC AND PARKING SECTION
UNIVERSITY POLICE**

P.O. BOX 10719 BATON ROUGE, LA 70813
PHONE: 225 771.2253 | FAX: 225 771.3263
www.subr.edu/supd/

**ON-LINE REGISTRATION
WWW.PERMITS.SUBR.EDU**