



GRAMBLING STATE
UNIVERSITY



Parking & Traffic Regulations

PARKING OFFICE HOURS :

Parking Office is open

Monday - Thursday 7:30 AM to 4:30 PM.;

Friday 7:30 AM to 11:00 AM.

If you need assistance during these hours,
call (318) 274-2222 or email:
GSUPolice@gram.edu





OUR CAMPUS

IS NOW **PROTECTED BY**



SAFE



Anonymously report safety concerns

while attaching photos / videos

Contact campus safety forces quickly

and directly in emergency situations



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GRAMBLING STATE UNIVERSITY PARKING & TRAFFIC REGULATIONS

Motor Vehicle Ordinances

It is unlawful to furnish the GSU Police Parking & Traffic Division with fraudulent information which would restrict the proper issuance of a parking permit.

Pedestrians have the right of way on campus at all times.

Operation and parking of vehicles on sidewalks or other property designated for those uses is strictly prohibited.



Operator's Responsibility

You must familiarize yourself with and follow all parking and traffic regulations.

GSU Police encourages everyone to pay close attention to where they are parking and to obey all parking and traffic laws.

All other state and local traffic regulations apply on campus.

The maximum speed limit on campus is 20 mph. The speed in all parking lots is 15 mph.

Lock your vehicle at all times and store your valuables out of sight. The University assumes no responsibility for any vehicle or its contents at any time while operating or parking on university-owned or controlled property. Taking personal responsibility for your safety and your belongings will reduce the number of crimes on campus.

Car accidents must be reported to GSU Police immediately. Do not move your vehicle until the police have arrived and taken a report. When reporting an accident, include the name(s) of the driver(s), and driver's license number(s) of all parties involved. If the other party is absent: make an immediate report to GSU Police to avoid being charged with a hit and run accident. A few days after the report is taken, you can receive a copy from GSU Police. You can use this report to file with your insurance company.

The University is not responsible for damage to vehicles caused by another in the process of driving and/or parking on campus. All vehicles are operated or parked on campus at the owner's risk.

All vehicles operated on campus must be in safe working condition.

GRAMBLING STATE UNIVERSITY PARKING & TRAFFIC REGULATIONS

Definitions

1. **CAMPUS:** Includes all property owned and operated by Grambling State University.
2. **UNIVERSITY-REGISTERED MOTOR VEHICLE:** Describes self-propelled motor vehicles bearing a GSU registration permit, properly displayed.
3. **COMMUTER:** Includes all University students who drive from their off-campus residence to the University.
4. **RESIDENT:** Includes all University students living in a residence hall or University apartment.
5. **UNIVERSITY YEAR:** That period of time beginning the first day of classes following Fall Semester registration through the last day of Summer Session II.
6. **VISITOR:** Any person who is not a student or employee of the University.
7. **GENERAL PARKING AREAS:** Valid parking for all University registered vehicles.

Motorcycles/Motor Scooters/Motorbikes/Mopeds

Motorcycles, motor scooters, motorbikes and mopeds are considered motor vehicles which are subject the following additional regulations:

1. Must be registered with the GSU Police Parking Division; (vehicle registration and proof of insurance is required). The permit must be properly displayed on the windscreen. If the vehicle is not equipped with a windscreen, the permit must be placed in an easily visible location on the front of the vehicle. It is the responsibility of the vehicle's owner to ensure that the permit is easily visible to avoid being ticketed.
2. Must have proper safety equipment as specified by the Louisiana Vehicle Code.
3. All riders must wear safety helmets as specified by the Louisiana Vehicle Code.
4. Vehicles may not be parked or stored in any campus building or entrance.

Bicycles

1. Bicyclists are encouraged to register their bicycles with the GSU Police Parking Division.
2. Must use the roadway or sidewalk, when operated on campus, giving pedestrians the right of way.
3. Persons riding bicycles must abide by all traffic laws.

GRAMBLING STATE UNIVERSITY PARKING & TRAFFIC REGULATIONS



Registration of Motor Vehicles

1. All students, faculty, staff and visitors operating a vehicle on campus must have it registered with the GSUPolice Parking & Traffic Division located at 531 R.W.E. Jones Dr, Grambling, LA 71245.
2. Motor vehicles must be operated according to the ordinances outlined.
3. Vehicle registration payment is made at the University Cashier's Office between the hours of 7:30am until 4:00 pm Monday-Thursday, 7:30 am until 10:30 am Friday, except holidays.
4. Motor vehicles brought on campus during the semester must be registered immediately.
5. Any person who has been issued a valid state handicapped tag may park in any designated handicapped parking spot in all general parking areas. The University requires that the person register their vehicle with the Parking & Traffic Division.

Visitors

1. Arrangements for short term and extended parking must be made by contacting GSU Police.
2. Visitors receiving tickets on campus should pay for them at the Long-Jones Hall Cashier's Window.
3. Any visitor or operator of an unregistered vehicle on campus must report to Campus Police for a temporary or visitor parking permit. Arrangements for temporary or visitor registration may be done 24 hours a day, seven days a week.

GRAMBLING STATE UNIVERSITY PARKING & TRAFFIC REGULATIONS

Registration & Permit Fees

Faculty/staff:

Fall -30.00

Spring - \$22.00

Summer Sessions I & II – \$11.00 Resident/Commuter

Students:

Fall - \$14.00

Spring - \$11.00

Summer Sessions I & II - \$7.00

Permits located other than on the rearview mirror will not be considered valid.

PERMIT PURCHASE LOCATION

Long-Jones Hall

Cashier's Window

100 Founders Street

Grambling, LA 71245

(318) 274-2671

When a student's housing status changes from one semester to another, you are required to inform the University Police Traffic Department.

Changes: Changes in license plate number and/or address must be reported to GSU Police immediately. Failure to do so may result in fraudulent registration fines.

Outdated Permits: Must be removed from vehicle. If more than one GSU permit is on a vehicle, none will be considered valid.

Transferring of Permits: Transferring of permits from one person to another is **prohibited**. The parking registration permit can only be transferred from one vehicle to another by the GSU Police Department. The owner must remove and turn in the old, valid permit to the GSU Police Department. The GSU Police Department will then exchange it, issuing a new one and registering the new vehicle to the permit. The old permit is then considered null.

GRAMBLING STATE UNIVERSITY PARKING & TRAFFIC REGULATIONS

**PLEASE PLACE DECAL ON THE REAR VIEW MIRROR.
(SEE SAMPLE BELOW)**



GRAMBLING STATE UNIVERSITY PARKING & TRAFFIC REGULATIONS

Parking & Traffic Regulations

1. Parking on city streets is covered by City of Grambling ordinances.
2. Students must park in lots designated for general parking. Students are not allowed to park in lots or spaces designated for faculty and staff or reserved spaces.
3. Parking is prohibited along all roadways or where no legal space exists.
4. Driving or parking on sidewalks is prohibited.
5. Parking or driving on lawns or seeded areas is strictly prohibited at all times.
6. Vehicles parked in violation of any ordinance may be removed at the owner's expense.
7. Stopping, standing or parking vehicles within 15 feet of a fire hydrant is prohibited and will be removed at the owner's expense.
8. It is unlawful to stop, stand or park a vehicle in such a manner as to impede the exiting of any University Building.
9. A parking decal does not guarantee a parking space; it allows parking on campus property.
10. The vehicle is not officially registered until the permit is displayed.
11. A permit placed on a vehicle for which it is not intended is considered fraud.
12. Students indebted to the University due to traffic fines will not receive a transcript to validate credit for academic work already completed, nor will they be permitted to re-enroll in school until the debt is cleared.



GRAMBLING STATE UNIVERSITY PARKING & TRAFFIC REGULATIONS

General Information

1. The individual registering a vehicle with the University shall be held responsible for any parking violation committed.
2. All vehicles must have a current state vehicle registration, license plate, vehicle insurance and a valid GSU permit to be operating on Grambling State University property.
3. On campus students are not allowed to drive to class. Students are to park at their respective dormitories during class time.
4. All parked vehicles must display Grambling State University parking permits appropriate for designated parking area.
5. On campus students are not allowed to drive to class. Students are to park at their respective dormitories during class time.
6. Vehicles found to be presenting a hazard to campus in any manner, destroying or defacing property or bringing discredit to the university, will be towed off campus without notification and at the owner's expense.
7. The absence of a "no parking sign" does not institute that parking is allowed.
8. Parking regulations are in effect at all times from the beginning of the first day of class each Fall or Spring semester and both Summer Sessions I & II.
9. Service drives/loading zones are designated by signs and/or a yellow curb; these locations are closed to parking at all times except to authorized University vehicles and commercial vehicles making deliveries
10. Parking at fire hydrants or red curbs is prohibited at all times. Vehicles parked by red curbs will be towed and impounded.
11. During the hours of regulation parking, registered vehicles may park only in assigned lots.
12. Operating or parking an unregistered vehicle on campus will result in the issuance of a citation.
13. Only students or employees who have obtained a handicap automobile license plate or state issued decal from the State of Louisiana will be eligible to park in a handicap space.

GRAMBLING STATE UNIVERSITY PARKING & TRAFFIC REGULATIONS

Payment of Fines

1. All fines are payable within fifteen (15) days in person at the Cashier's Window or they may be paid by mail (check or money order). Payment of the fine, either in person or by mail, constitutes an admission of responsibility to the indicated offense and waiver of a hearing and appeal on the offense.
2. A paid receipt must be provided to GSU Police for proper processing.
3. Questions regarding specific parking tickets received should be directed to the GSU Police Parking & Traffic Division, Monday through Friday day from 8:00 a.m.-5:00 p.m.
4. Failure to pay fines will result in a "hold" on your academic records, placing the balance of fines on your student account.

Appeals

Any appeal of any violation received must be filed within 15 calendar days of the violation to be considered. If the Chief of GSU Police finds that the violation issued was written in error, the Chief of Police could revoke the violation. Appeals based on the following are **Not Acceptable**.

1. Lack of knowledge of the regulations.
2. Forgetfulness.
3. Inability to find a legally marked parking space.
4. Operation of the vehicle by another person / someone else had my car
5. Failure of officer to ticket previously for same offense or this violation has not been enforced in the past.
6. Not reading and learning the parking rules and regulations.
7. Not agreeing with the parking rules and regulations.
8. Parking illegally for a short period of time.
9. Not having the means to pay the citation.
10. Other vehicles were also illegally parked and didn't get a citation.
11. I've done it for years- everybody does it.
12. Late for business or personal appointment.
13. An official saw me park and didn't say anything or said it was okay for a few minutes.
14. Disagreement with parking and traffic regulations.

GRAMBLING STATE UNIVERSITY PARKING & TRAFFIC REGULATIONS

SCHEDULE OF FINES (SUBJECT TO CHANGE)

<u>Code</u>	<u>Offense</u>	<u>Fine</u>
01	Warning	\$00
02	Parking in Reserved Space	\$50
03	Improper Overnight Parking	\$50
04	Parking in Handicap Zone	\$275
05	Reproducing Permit	\$50
06	Failure to Obey Traffic Sign	\$125
07	Failure to Register Vehicle	\$50
08	Parking in Loading Zone	\$50
09	Parking in Fire Zone	\$75
10	Blocking Other Vehicles	\$50
11	Speeding	\$50
12	Careless Operation	\$75
13	Failure to Obey an Officer	\$50
14	Double Parking	\$50
15	Parking in Prohibited Zones (signs posted)	\$50
16	Parking on Grass or Side Walk	\$50
17	Blocking Driveway, Walkway or Access Road	\$50
18	Fraudulent Registration of Vehicle	\$50
19	Leaving the Scene of Accident Without Proper Notification	\$125
20	Driving in Areas Other Than Those Designated for Vehicular Traffic	\$50
21	Failure to Possess Valid Vehicle Insurance	\$50
22	Failure to Possess/Display Valid Driver's License or State Vehicle Registration	\$50
23	Failure to Yield for Pedestrians	\$50
24	Tampering with Immobilization Device	\$50
25	Improper Parking	\$50
26	Loud Music/Excessive Noise	\$125
27	Improper Use of Parking Permit	\$15
28	Littering/Vehicle Leaking Oil or Other Fluid	\$125
29	Parked in Unassigned Lot	\$10
30	Abandoned Vehicle	\$10
31	Failure to Display Permit	\$10
32	Service Charge for 2 nd Tow/Immobilization	\$70
33	Service Charge for 3 rd Tow/Immobilization	\$140
34	Service Charge for Tow/Immobilization	\$35
35	Parking in Handicap Zone 2 nd Offense	\$500

GRAMBLING STATE UNIVERSITY PARKING & TRAFFIC REGULATIONS

OFFENSE DEFINITIONS

1. Warning: a warning ticket may be issued for any violation. No fine is imposed. First time violators may still be issued citations and not a warning.
2. Parking in reserved space: parking in any space or lot, other than that which was designated according to the vehicle registration permit.
3. Improper overnight parking: leaving vehicle parked on campus overnight without proper authorization.
4. Parking in handicap zone: parking in any space designated for handicapped parking, without properly displaying a handicapped tag or license plate.
5. Reproducing permit: photocopying or creating any fraudulent parking permit.
6. Failure to obey traffic sign: the failure to obey traffic control signs and devices.
7. Failure to register vehicle: vehicle not registered with campus police.
8. Parking in loading zone: parking in any area designated as a loading zone.
9. Parking in fire zone: parking in any area designated as a fire zone.
10. Blocking other vehicles: no vehicle shall park in such a way as to inhibit parked vehicles from accessing the roadway.
11. Speeding: the operation of a vehicle at a speed greater than is reasonable and prudent under existing conditions. The speed limit on all parking lots is 10 miles per hour; in all other areas, 20 miles per hour unless otherwise posted.
12. Careless operation: reckless driving and/or endangering life or property.
13. Failure to obey an officer: the failure to obey the direction on an officer or other person designated to direct or control traffic.
14. Double parking: parking in street, roadway or passageway parallel to a legally parked vehicle.
15. Parking in prohibited zones (signs posted): parking in any location where a posted sign prohibits doing so.
16. Parking on grass or side walk: parking any vehicle, including motorcycles, mopeds, or scooters on any sidewalk, grass or walkway on university property.

GRAMBLING STATE UNIVERSITY PARKING & TRAFFIC REGULATIONS

17. Blocking driveway, walkway or access road: blocking or creating any unnecessary or unauthorized barrier which would impede the use or flow of pedestrian traffic on any sidewalk or walkway and any vehicular traffic on any access road or driveway.
18. Fraudulent registration of vehicle: providing any fraudulent information which would cause the campus police department to issue a parking permit for a vehicle which otherwise would not have been issued
19. Leaving the scene of accident without proper notification: the intentional act of leaving the scene of an accident without notifying campus police of the accident
20. Driving in areas other than those designated for vehicular traffic: the operation of a vehicle on the grass, sidewalk, construction area or any other road not designated for vehicular traffic
21. Failure to possess valid vehicle insurance: the operation of a vehicle on university property without valid vehicle insurance
22. Failure to possess/display valid driver's license or state vehicle registration: the operation of a vehicle on university property without a valid driver's license or state vehicle registration
23. Failure to yield for pedestrians
24. Tampering with immobilization device: the attempt or completed act of tampering or removable of an immobilization device
25. Improper parking: parking so that any portion of a vehicle is outside the marked limits of a parking space.
26. Loud music/excessive noise: operation of a vehicle causing loud or unnecessary noise, such as loud mufflers, horns, p.a. systems, music, etc.
27. Improper use of parking permit: loaning or selling of a parking permit to or for a non-affiliated person.
28. Vehicle leaking oil or other fluid: the operation or parking of a vehicle that is leaking oil, gas or other fluid on campus
29. Parking in a lot other than assigned: parking in any space or lot, other than that which was designated according to the vehicle registration permit

GRAMBLING STATE UNIVERSITY PARKING & TRAFFIC REGULATIONS

30. Abandoned vehicle: abandoned or in the process of repair on university property, provided that the motor vehicle shall be determined abandon if it is continuously a parking space for 48 consecutive hours
31. Failure to display permit: no permit and/or not properly displayed.
32. Service charge for 2nd towing/immobilization: an added charge to a vehicle that has been towed or immobilized more than once.
33. Service charge for 3rd towing/immobilization: an added charge to a vehicle that has been towed or immobilized more than twice.
34. Service charge for towing/immobilization: an added charge to a vehicle that has been towed or immobilized.

ENFORCEMENT

The enforcement of these ordinances will be performed by Officers of the Grambling State University Police Department. Parking regulations are enforced from 7:00a.m. to 5:30p.m. Monday – Friday in all parking areas. In addition handicap parking, parking in a no parking zone blocking dumpsters and water facility entrance gates will be enforced 24 hours a day 7 days a week in all parking areas.

It is the responsibility of all individuals operating or parking a vehicle on campus to familiarize themselves with these regulations. Tearing down or theft of signs will not alter parking restrictions. Violations will still be enforced.

At times, traffic laws inconvenience individuals, but in such cases, it should be remembered that these laws are for the general good. All should willingly comply in the interest of the orderly functioning of the university.

Persons accumulating 5 or more citations during the academic year will be turned over to the university disciplinary committee (Student Conduct).

GRAMBLING STATE UNIVERSITY PARKING & TRAFFIC REGULATIONS

Vehicle gasoline leaks

No vehicle shall be brought on campus while leaking gas or other flammable liquid.

If a vehicle is leaking gas or any flammable liquids, the owner will be ordered to have the vehicle removed from campus until the necessary repairs are made.

If the owner cannot be located in a timely manner, the vehicle will be towed to a safe location until the owner claims the vehicle after paying all fines and/towing fees.

It is each person's duty to notify the campus police department if a vehicle is observed leaking gas or other flammable liquid.

*Gas leaks create a fire hazard and pose a threat to our environmental well-being.



IF YOU
SEE | SAY
SOMETHING | SOMETHING
CALL (318) 274-2222

GRAMBLING
STATE UNIVERSITY®

Towing, Impounding, Immobilizing and Judicial Action

The University reserves the right to immobilize, remove, impound, or ban any vehicle from campus for the following reasons:

- Four (4) unpaid tickets.
- Parking fines totaling \$100.00 or more.
- Noncompliance with safety/legal requirements.
- Abandoned vehicle (more than five days) or an inoperable vehicle.
- Vehicles impeding the flow of traffic or emergency vehicles.
- Vehicles parked in reserved spaces, restricted areas, loading zones and handicap zones

If your vehicle is towed and/or impounded, you must resolve any outstanding tickets issued by The Grambling State University Police Department, as well as any cost associated with towing and storage of your vehicle. If your vehicle is immobilized, you must resolve any outstanding tickets and pay the service charge for immobilization prior to the device being removed. Repeat violators could also be subject to other internal and external judicial processes.

Immobilization Policy

A motor vehicle immobilizer may be placed on a vehicle in one or more of, but not limited to, the following situations:

- A. A vehicle that does not display a current parking permit, has received a parking citation, and the operator of the vehicle has not reported to the Grambling State University Police Department Traffic Division to identify him/herself as the person who has received the citation
- B. An individual has been duly notified that he/she is barred from parking on the campus, but he/she continues to park on the campus
- C. A motor vehicle has been found to display an altered, defaced, duplicated, or counterfeit permit, or is displaying a permit that has been reported to the Grambling State University Police Department Traffic Division as lost or stolen or was issued to another student or employee
- D. A motor vehicle does not display a current permit, does not display any license plate, and/or does not have a Vehicle Identification Number (VIN) that can be read

- E. A motor vehicle that blocks, hinders, or obstructs a legally parked vehicle, crosswalk, sidewalk, handicapped access area, service drive, or loading zone
- F. A motor vehicle that is parked in any designed reserved parking space
- G. A motor vehicle that is parked in any designated handicapped parking space without an official state-issued handicapped license plate or permit with a valid Grambling State University parking permit
- H. A rental motor vehicle that is parked on campus and does not display a current permit
- I. Transferring parking permits to another individual or vehicle
- J. A motor vehicle is parked in such a manner as to present a severe traffic hazard or has been abandoned and must be towed at the owner's expense
- K. A motor vehicle on the account of an individual who has 4 or more outstanding
- L. A motor vehicle on the account of an individual who has \$100 or more outstanding parking fines
- M. Because of limited parking facilities and the increasing demand of space, a vehicle will not be allowed to occupy a parking space when in an inoperable condition for a period exceeding 24 hours. If the Grambling State University Police Department is not notified, a notice of violation will be issued to the vehicle. If the vehicle is not moved, it may be towed at the owner's expense.
- N. A motor vehicle is also subject to being towed at the owner's expense if it has been Immobilized for more than 48 hours and the owner/driver has not attempted to contact the Grambling State University Police Department Traffic Division to identify him/herself and arrange to settle the fines and fees associated with the immobilization.
- O. Any vehicle that has an immobilizing device placed on it and the owner has not reported to the Grambling State University Traffic Division to resolve their parking issues within 5 days after the device has been placed on their vehicle will result in the vehicle being towed at the owner's expense.



Campus Map





OUR CAMPUS
IS NOW **PROTECTED BY**



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