



**Traffic and Parking
Regulations
and
General Information
2024-2025**



FOREWORD

The policies and regulations contained herein are given the effect of law by Senate Bill 162, 60th Legislature, 1967, of which Section 2 is quoted in part below:

“Each governing board of the State institutions of higher education of this State is hereby authorized to promulgate rules and regulations for safety and welfare of students, employees, and property and such other rules and regulations as it may deem necessary to carry out the provisions of this Act and the governance of the respective institutions, providing for the operation and parking of vehicles upon the grounds, streets, drives and alleys or any other institutional property under its control.”

Lamar State College-Port Arthur is an equal opportunity/affirmative action educational institutional and employer. Students, faculty, and staff members are selected without regard to the race, color, creed, handicap, age, sex or national origin, consistent with the Assurance of Compliance with Title VI of the Civil Rights Act of 1964; Executive Order 11246 as issued and amended. Title IX of the Educational Amendments of 1972 as amended, Section 504 of the Rehabilitation on Act of 1973. Inquiries concerning applications of these regulations may be referred to the Executive Vice President of Finance and Operations.

POLICY STATEMENT

The purpose of these regulations is to facilitate the safe and orderly conduct of College business and to provide parking facilities in support of this function with the limits of available space.

These rules and regulations are part of the rules and regulations of Lamar State College-Port Arthur and as such are to be observed by members of the staff, faculty, and student body.

- A. In these regulations the term “campus” includes all property under the control and jurisdiction of Lamar State College-Port Arthur.
- B. Texas law governing the use of motor vehicles and the following regulations are applicable at Lamar State College-Port Arthur.
- C. The College assumes no responsibility for the care and/or protection of any vehicle or its contents at any time it is operated on its campuses.
- D. The College reserves the right to remove and impound abandoned motor vehicles, or any vehicle found on campus without permit, with outstanding traffic tickets, with an unauthorized or altered permit, with no license plates. Vehicles parked in a tow-away zone or parked in such a way as to constitute a serious hazard to vehicles or pedestrian traffic or to the movement and operation of emergency equipment are also subject to being removed and impounded. The owner will be responsible for the cost involved in removing, impounding, and storing of such vehicles. Lamar State College will assume no responsibility for damages to those vehicles moved by the College.
- E. Lamar State College-Port Arthur reserves the right to change any or all parts of these regulations as necessary.

PERMIT REGISTRATION

- A. Any student, faculty or staff member who wishes to park a motor vehicle on property owned or controlled by the College must obtain a Lamar State College-Port Arthur parking permit. Motor vehicles shall include all automobiles, trucks, motorcycles, motor bikes, motor scooters, or any other vehicle that is self-propelled.
- B. Students will purchase their parking permit as part of their academic

registration procedure at the beginning of each semester. Parking permits may be obtained on the 2nd Floor of the Student Center Room 209.

- C. Faculty and Staff will also obtain a permanent parking placard from the Student Center, Office 209 and will return the placard upon dissolution of employment.
- D. Student permit registration is for a period of one year starting with the beginning of the fall semester and ending with the following semester, ex. August 2024 through August 2025.
- E. It is the responsibility of the permit holder to report the loss or theft of their permit to the Office of Campus Safety immediately.

Fees for each permit and for all classification of students are as follows:

Four Wheeled Motor Vehicle	Two or Three Wheeled Vehicles
Fall.....\$40.00	Fall.....\$8.00
Spring.....\$35.00	Spring.....\$5.00
Summer I.....\$30.00	Summer I.....\$3.00
Summer II\$25.00	Summer II\$2.00

Parking permits may transfer to any vehicle. The individual who purchases the permit, however, will be responsible for violations by any vehicle bearing or displaying the permit.

To be valid, a hanging permit must be hanging from the rear-view mirror of the vehicle. A permit must not be defaced or altered in anyway.

RESERVED PARKING

Admittance to any reserved parking area or space is by authorization of Lamar State College-Port Arthur only. Any person who is assigned a designated space and finds an unauthorized vehicle in their space will report this violation to the Campus Safety office located on the first floor of the Student Center, Room 104. The unauthorized vehicle may be impounded at the owner's expense.

BICYCLE REGULATIONS DEFINITION

A bicycle is any device designated to travel on two wheels and to move by human power.

- A. All persons owning or riding bicycles on LSCPA campuses shall observe and obey all applicable state and municipal laws and ordinances. In addition, the following College regulations will be enforced.
 - 1. Bicycles must be parked in parking racks.
 - 2. Bicycles will not be secured to any tree, shrub, or plant by means of any locking device.
 - 3. Bicycles shall not be permitted inside any Lamar State College-Port Arthur building except a garage.
 - 4. The operator of any bicycle must yield right of way to pedestrians at all times.
 - 5. Violations of this policy will result in the bicycle being removed by Lamar State College-Port Arthur. The owner may retrieve his/her property with proper owner identification.
 - 6. All abandoned bicycles on the Campus will be impounded. Abandoned bicycles will be held for a period of 6 months and then disposed of.
- B. There is no fee for bicycle registration.

VISITOR PARKING AND REGULATIONS

- A. Visitors may park in any of the areas designated for visitor parking.
- B. Visitor shall be defined as one who is neither a student nor an employee of Lamar State College-Port Arthur, nor is visitor a person who uses campus facilities for the benefit of a student or employee.
- C. Under no circumstances can any student park in Visitor parking during regular business hours (8:00 a.m. to 5:00 p.m.)
- D. If a citation is issued to a visitor, he/she should comply with the instructions on the citation. There will be no fee for a visitor providing the parking ticket is *validated*.

TRAFFIC & PARKING REGULATIONS FACULTY, STAFF, STUDENTS, & VISITORS

The following regulations unique to LSCPA will be enforced.

Parking Offenses:

1. No Parking Zone
2. Parked in Unauthorized Area
3. Parked at Yellow Curb
4. Parked in Passenger Zone
5. Parked Across Marker Lines
6. Visitor Parking Only
7. Overtime in Time Zone
8. Parked in Service Drive
9. Backed into Parking Space
10. Decal improperly displayed
11. Reserved Parking Only
12. No Parking Decal
13. Other

Other Traffic Offenses:

1. Exceeding speed limit. The maximum speed in parking lots is 10 mph unless otherwise posted.
2. Operating motor vehicle upon or over sidewalk.
3. Operating motor vehicle in a prohibited direction on a one-way street or parking lot lane.
4. Failure to yield right-of-way to pedestrians. Pedestrians have right-of-way at all times.
5. Failure to report traffic accidents.
6. Operate motor vehicle upon or over an area not designated as a road or parking area.
7. Any other violation as defined in the Official Texas Transportation Code.

Other Violations:

1. Failure to comply with a lawful order and direction by a Lamar State College-Port Arthur Campus Safety Officer.
2. Altering, damaging or moving Lamar State College Port

- Arthur traffic signs, markings or signal devices.
3. In any event, when a person receives a citation he/she should comply with the instructions on the citation.

VIOLATION PENALTIES

- A. Students, staff and faculty members receiving parking citations will report to the Lamar State College-Port Arthur cashier within **five (5) school days** to pay the fine for each citation received. The cashier is located in the Business Office at the corner of Stillwell Boulevard and Procter Street. Failure to report after proper notification of an overdue citation will result in a \$2.00 late fee being added to the fine.

The amount of the fine for each citation are as follows:

Parking violations #1-10	\$5.00
Parking violations #11-13	\$10.00

- B. Suspension of Parking Privileges
Any person, who within a period of twelve (12) months commencing on September one (1) of any year, has recorded in his/her name more than five (5) citations, will result in the suspension of his/her parking privileges for a period not to exceed six (6) months.
- C. Faculty/Staff
Faculty and Staff members who persist in violating these regulations or fail to answer a citation will be reported to department heads and/or Deans or through other appropriate channels.
- D. Other Penalties
Falsification of information on motor vehicle registration cards or other forms pertaining to auto registration, displaying a falsely made permit, displaying a permit that has been reported missing or stolen, or displaying an altered permit.

ENFORCEMENT

Lamar State College-Port Arthur is authorized to issue citations for violations of campus parking and traffic regulations. College parking citations are

handled by the Department of Campus Safety subject to a right of appeal to the Student Traffic Court.

TOWING and/or IMPOUNDING VEHICLES

The College is authorized to remove unattended vehicles from the streets, parking areas or other areas within the Lamar State College-Port Arthur campus to such place of safety as necessary under the following circumstances:

1. In the interest of the safety of persons or property because of fire, flood, storm, snow or other emergency reasons.
2. Blocking access to any building, loading zone, parking lot entrance, reserved area, barricades or maintenance equipment.
3. Displaying a lost, stolen or unauthorized parking permit.
4. Parked in a designated tow-away zone.
5. Parked outside of a designated parking area on the grass or turf.
6. Left unattended continuously for more than 48 hours under such circumstances which indicate it has been abandoned.
7. Having five (5) or more outstanding, unanswered or unpaid parking citations.
8. A motor vehicle parked in a designated fire zone.

Any motor vehicle which has been removed shall receive a traffic citation of parking and shall be released to the owner or operator, or his/her duly authorized representative, upon request and upon payment of the towing fee.

EXTENSIONS AND APPEALS

- A. Special arrangements and/or extensions to pay violation fees will be made by the Director of Safety.
- B. If a student believes the parking citation is unwarranted, he/she may report to the Department of Campus Safety where an appeal may be filed for review by the Student Traffic Court scheduled. Failure to file an official appeal within the prescribed time limit of five (5) school days shall constitute a forfeit of all appeal privileges.
- C. If an appeal is denied, the fine must be paid within seven (7) days after

the ruling, or the late fee of \$2.00 will be added to the fine.

- D. Faculty and Staff members desiring to appeal a citation may do so through appropriate administrative channels. Appeals will be initiated with the Director of Safety, final approval will be with the Vice President of Finance.
- E. When any person has a case filed on him/her in the City Court or Justice of the Peace Court, he cannot appeal to the Student Court, but must appear in the court designated at the time and place specified on the citation.

SPECIAL OCCASIONS AND EMERGENCIES

On special occasions and in emergencies, parking and traffic limitations may be imposed by the College as required by the conditions which prevail.

DISABLED PARKING

Permanently handicapped or disabled persons are entitled to special parking if verified through the State of Texas. There will be no fee for the *first* Lamar State College-Port Arthur parking permit issued. However, all other rules and regulations will apply. If a student or employee has a State of Texas permanent blue placard or license plate, the student or employee will be required to present this or other pertinent information before receiving a Lamar State College-Port Arthur disabled parking permit.

Temporarily disabled persons must pay the full parking fee and obtain a parking decal. Parking decals may be obtained on the second floor of the Student Center in room 209.

GENERAL INFORMATION

The Parking Department office hours are 8:00 am to 5:00 pm, Monday through Friday. The office is located on the second floor of the Student Center, office 209.

The office hours of Campus Safety are from 8:00 am to 5:00 pm, Monday

through Friday. The office is located on the first floor of the Student Center, Office 104. Campus Safety phone number is 409-984-6255.

For appeals, please contact the Director of Safety via email or phone. Contact information is available on the Lamar State College Port Arthur webpage under [Department of Campus Safety](#)