



**Traffic and Parking
Regulations
and
General Information
2020-2021**



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 applicants of these regulations may be referred to the Vice President for Academic Affairs.

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, in addition to the following regulations, are effective 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 campus.
- D. The College reserves the right to remove and impound abandoned motor vehicles, or any vehicle found on campus without permit, with unanswered traffic tickets, with an unauthorized or altered permit, with no license plates. 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. 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 obtain their parking permit from the office of the Dean of Student Services (Student Center Room 301) on or before the beginning of each semester.
- D. 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 2020 through August 2021.
- E. It is the responsibility of the permit holder to report the loss or theft of their permit to the Student Activities Office 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 Security 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 Campus shall observe and obey all applicable state and municipal laws and ordinances. In addition the following College regulations will be enforced.
 - a. Bicycles must be parked in parking racks.
 - b. Bicycles will not be secured to any tree, shrub, or plant by means of any locking device.
 - c. Bicycles shall not be permitted inside any Lamar State College-Port Arthur building except a garage.
 - d. The operator of any bicycle must yield right of way to pedestrians at all times.
 - e. Violations of this policy will result in the bicycle being removed by Lamar State College-Port Arthur where the owner may retrieve his/her property upon proper owner identification.
 - f. All abandoned bicycles on the Campus will be impounded. Said bicycle 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 he 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 am to 5:00 pm.)
- 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 which are unique to this institution will be enforced.

- B. 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

C. Other Traffic Offenses:

- A. Exceeding speed limit. The maximum speed in parking lots is 10mph unless otherwise posted.
- B. Operating motor vehicle upon or over sidewalk.
- C. Operating motor vehicle in a prohibited direction on a one-way street or parking lot lane.
- D. Failure to yield right-of-way to pedestrians. Pedestrians have right-of-way at all times.
- E. Failure to report traffic accidents.
- F. Operate motor vehicle upon or over an area not designated as a road or parking area.
- G. Any other violation as defined in the Official Texas Motor Vehicle Laws Booklet.

D. Other Violations:

- A. Failure to comply with a lawful order and direction by a Lamar State College-Port Arthur officer.
- B. Altering, damaging or moving Lamar State College-Port Arthur traffic signs, markings or signal devices.
- C. 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.

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

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

C. 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.

D. 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.

E. 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

A. CITATIONS:

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 Student Services Division subject to a right of appeal to the Student Traffic Court.

TOWING and/or IMPOUNDING VEHICLES

- A. 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:

- a) In the interest of the safety of persons or property because of fire, flood, storm, snow or other emergency reasons
 - b) Blocking access to any building, loading zone, parking lot entrance, reserved area, barricades or maintenance equipment.
 - c) Displaying a lost, stolen or unauthorized parking permit.
 - d) Parked in a designated tow-away zone.
 - e) Parked outside of a designated parking area on the grass or turf.
 - f) Left unattended continuously for more than 48 hours under such circumstances which indicate it has been abandoned.
 - g) Having five (5) or more outstanding, unanswered or unpaid parking citations.
 - h) A motor vehicle parked in a designated fire zone.
- B. 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 Dean of Student Services.
- B. If a student believes the parking citation is unwarranted, he/she may report to the Student Activities Office 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.
- 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.

HANDICAP

- A. 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 you have a State of Texas Blue placard, you will be required to present this or other pertinent information before a student can receive a Lamar State College-Port Arthur parking permit.
- B. Temporarily handicapped or disabled persons must pay the full parking fee and obtain a parking decal from the Student Activities Office.
- C. Parking decals may be obtained from the Student Activities Office located on the second floor of the Student Center in room 209.

GENERAL INFORMATION

The office hours of the Parking and Traffic Division are from 8:00 am to 5:00 pm, Monday through Friday. The office is located on the second floor of the Student Center in Room 209. Their phone number is 409-984-6192.

All thefts, accidents and offenses that occur on campus should be reported to Campus Security immediately by calling 409-984-6255.

A record of all serial numbers on valuables should be kept. Mark your auto accessories so that they may be identified. Write your name, address, and student number in all textbooks.

Keys or valuables should not be left in the car. Always keep your car locked.