

La Salle University Traffic Control Policy

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A. INTRODUCTION

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1. The University has a limited amount of land, which can be allocated, to paved areas. Consequently, roads and parking areas are congested. Under these conditions it is necessary to regulate vehicular traffic in order to meet a variety of needs and to provide for the safety of pedestrians.
2. Avenues **on campus** are private lanes maintained by the University for the convenience of its personnel, students and visitors. As the avenues are used for both pedestrian and vehicular traffic, it is necessary that all vehicles be operated at or below posted speed limits and under control at all times. With limited space on campus and in order to assist Security Officers in locating the owner of a vehicle, all vehicles must be registered with Security and display a valid University parking decal/hang tag. A decal or permit does not guarantee a parking space; it only allows access to a designated parking area. Parking permits are not transferable. Parking permits will not be issued to persons charged with delinquent fines unless payment for all charges accompanies the permit application.
3. The University is committed to providing convenient access to its facilities by means of motor vehicles. The University shall promulgate and enforce traffic and parking regulations in the interest of the safety and welfare of the University community and its visitors.
4. Regulations apply to all persons who operate motor vehicles or bicycles. All are encouraged to use buses, ride bikes or walk whenever possible to ensure access at **all** times for emergency vehicles, to make parking spaces available to those who **must** drive, and to promote pedestrian, cyclist and vehicular safety.
5. Liability - La Salle University assumes no responsibility for the care and/or protection of any vehicle or its contents at any time. The University parking lots are generally unsecured. As a condition of registration, the registrant agrees not to make a claim against the University for any loss or damage to property or personal injury, which may occur while the vehicle is on University property.

B. GENERAL INFORMATION

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1. University parking lots are not to be used for the storage of automobiles, trucks, trailers or other vehicles. Pedestrians must be given the right-of-way at all crosswalks at all times. A campus area, which has been closed off by a barricade or other traffic control devices, including signs, may not be entered by any vehicle except when specifically authorized by the Security Office. Vehicles must obey all traffic control devices on campus. The registration and purchase of a permit for a

vehicle does not guarantee that a parking space convenient for the individual will be provided. The responsibility for finding a **legal** parking space rests with the motor vehicle operator. Inability to locate a legal parking space is not an acceptable excuse for violation of these regulations. Legal spaces are outlined by white or yellow lines; vehicles must be parked within the lines. Any area of roadway including that area within a parking lot, which is not specifically marked for parking, loading or as a fire lane is defined as a driveway. An access way is any area, path or walkway, which permits entry to or exit from a building. Parking in driveways or access ways is prohibited. All vehicles driven on campus must be operated in a safe manner. Weaving on roadways or inattentive driving which causes an accident are examples of violations of this section. All state laws governing movement, operation and parking of vehicles shall apply on University property. Parking in fire lanes (designated by roadway markings, signs or both) is a violation of a Philadelphia ordinance as well as University regulations. Vehicles so parked may be towed at the owner's expense.

2. No parking is permitted in areas without painted stalls. To expedite traffic flow and for safety reasons vehicles should be parked "head in" in all parking spaces, not "backed in". No parking is permitted on lawns, driveways, walks or sodded areas on any part of the campus. Vehicles should park only in their direction of travel from the driving lane. Weather conditions do not alter parking regulations unless extreme situations cause an emergency to be declared. Reserved parking areas are indicated by appropriate signs marked for University personnel or handicapped. Permanent or temporary handicapped identification must be obtained from the Security Department in order to park in a stall reserved for the handicapped.
3. No vehicle may be parked in University parking areas when those areas are closed. Parking lots are open from 7:00 A.M. until 11:30 P.M., after which they will be locked with a chain. Exceptions include resident Christian Brothers who park on the main campus, faculty or staff authorized by the Director of Security and resident students displaying the proper permit to park in the Main Student Parking Lot.
4. University identification and the owner's card for the vehicle must be presented to any Security Officer upon request.
5. Parking is defined as "stationing a vehicle without a driver in attendance and irrespective of the period of time such vehicle is stationed."
6. The vehicle registrant is responsible for notifying the Security Office of any change in status (commuter moving on campus, staff resigning, etc.) or of vehicle ownership or license plate within 5 days. Should the change effect permit eligibility, notification will be sent of the required modification. Registrants are responsible for removing or defacing the University permit if their vehicle is sold or the registrant's affiliation with the University is ended.
7. La Salle University reserves the right to **tow away, impound or immobilize** any vehicle parked in violation of University rules and to impose such fines and/or other penalties as may be specified.
8. The University reserves the right to change any Traffic Control Regulation. Normally, changes in the regulations will be announced through the campus newspapers and other appropriate media.
9. Anyone who has registered a vehicle and who must, for valid reasons, temporarily drive an unregistered vehicle is required to obtain a temporary permit in order to park on a designated lot. Visitors are welcome and should obtain a temporary permit from the Security Department. This permit should be displayed on top of the dash on the driver's side so it can be seen. Parking should only be in areas designated on the pass. University personnel having visitors come on campus should inform them of parking rules and regulations. Possession of a decal permit/hang tag or temporary permit implies awareness of the University Motor Vehicle Regulations and the responsibility to adhere to them.
10. The Director of Security or his designee is authorized to enforce traffic or parking regulations. Parking permits are required for campus parking at all times. Faculty and staff parking permits, except temporary permits, are issued on a fiscal year basis. Student permits are issued on a semester basis.
11. Motorcycle and Moped Regulations
 - a) Any faculty, staff member or student may register a motorcycle or moped for a university parking permit. This registration may be made in addition to registration for a 4-wheeled

vehicle parking permit. For the purpose of these regulations, the terms "motorcycle" and "moped" are synonymous. Motorcycle permits are valid in motorcycle spaces in all lots, but motorcycles may not park in automobile spaces. Motorcycles are not permitted in University buildings and will be removed at the direction of the University Security Office in accordance with prevailing University policy. In addition to incurring a fine, the owner of any such vehicle so removed must pay the costs of removal.

12. Bicycle Regulations

- a) Bicycle registration is free and is available at the Security Department to assist in identification if a bicycle is stolen/lost and to identify owners of bicycles, which have been recovered.
- b) Bicycles are not permitted in buildings except when owners keep them inside their office or residence hall room.
- c) Bicycles parked in unauthorized places (such as hallways, sidewalks and entrances to buildings) will be removed by the Security Office. In order to reclaim their bicycles, owners must appear at the Security Office, establish ownership and pay a \$10.00 fee.
- d) All bicyclists are urged to use a substantial locking device on their bicycles, report persons tampering with, or otherwise engaging in suspicious activity around bicycles, and to promptly report any theft.
- e) Bicyclists must abide by State Laws and City Ordinances. Riding on the main campus (the area bounded by Olney Avenue, 20th Street, Central High School and Fairmount Park) is strictly prohibited.

C. PARKING FEES

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Parking for faculty, staff and students in the Good Shepherd parking lot is **FREE**. The following fees apply to all other parking facilities of the University.

Faculty/Staff	Main Campus	\$150.00 per year
Faculty/Staff		\$100.00 per year
Part Time Faculty		\$ 20.00 per semester
Part Time Staff		\$ 40.00 per year
Resident Student		\$ 60.00 per semester
Commuter Student		\$ 40.00 per semester
Evening/Part time Student (taking less than 12 credit hours)		\$ 30.00 per semester
Graduate Student		\$ 30.00 per semester
Summer Student		\$ 10.00
Short term parking and guest passes		no charge

- 1. Parking on "Main Campus" will only be available to faculty and staff who qualifies under the criteria set by the University.
- 2. Faculty and staff members may utilize payroll deduction for the cost of parking.
- 3. Students should arrange payment for the parking fee through the Security Department at the start of each semester.
- 4. Faculty/Staff permits will be issued for the period from July 1st through June 30th.
- 5. Students permits will be valid for the period January 1st through June 30th and July 1st through December 31st.
- 6. Summer permits will be issued to students who are only attending summer classes or who do not otherwise have a valid parking permit.

D. VEHICLE REGISTRATION REQUIREMENTS

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- 1. Faculty and Staff

- a) Members of the faculty or staff may apply by mail or in person at the Security Office for a parking permit.
 - b) Main campus parking permits are limited and available only to personnel whose position with the University or whose demonstrated need requires such consideration. A list of the categories of positions eligible to be considered for main campus parking permits is available at the Security Office.
 - c) Faculty/Staff parking permits are for the sole use of the person to whom issued and are not transferable.
2. Student Decals/Permits
- a) Students may apply for a parking decal by appearing in person at the Security Office or at the appropriate designated area during in-person registration. The vehicle owner's card, a validated I.D. card or stamped matriculation receipt, and a completed permit application is required. Students will be issued a decal, which permits access to all student lots whenever they are open.
 - 1) Resident students will be issued resident permits.
 - 2) Commuter students will be issued commuter permits.
 - 3) Vehicles registered to commuter students are not permitted overnight parking on La Salle property without permission, which may be requested in the Security Office.
3. Visitor Parking
- a) Visitors who are visiting the campus for one day need a parking permit and must comply with parking regulations. One-day visitor's permits can be obtained at the parking lots. Visitors may park in student parking areas.
 - b) Visitors who will be visiting the campus for more than one day are encouraged to obtain a visitors permit from the Security & Safety office located in the Carriage House, West campus.

E. RULES AND REGULATIONS

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- 1. Driving and Parking
 - a) The registrant is held responsible for any violation involving the registered vehicle when he/she is operating the vehicle or when the vehicle is being used by another individual.
- 2. Display of Parking Permits/Decals
 - a) Student decals will be considered valid only when they are permanently affixed to the rear passenger window on the driver's side.
 - b) Faculty/Staff, Main Campus permits should be placed on the rear view mirror so that they are readable from the outside.
 - c) Motorcycle, Moped and Bicycle decals should be affixed to an appropriate visible area on the vehicle.
- 3. Accidents and Disabled Vehicles
 - a) All vehicle accidents occurring on University property must be reported to the Security Headquarters immediately. This report does not relieve the vehicle owner of the responsibilities of reporting to police as described in Pennsylvania vehicle law. All disabled vehicles must also be reported to the Security Headquarters immediately. The operator should return to the vehicle until a Security Officer arrives to determine if the vehicle will create a hazard. If it is considered a hazard, the operator must arrange to have it removed immediately. Flashing lights or notes left on vehicles is not sufficient notice to the Security Department.
- 4. Fraudulent Registration
 - a) A person who obtains a University vehicle registration parking permit/decal in violation of these regulations, or who uses or displays it, shall be fined for fraudulent registration, which includes but is not limited to:
 - 1) Obtaining a permit in another person's name.
 - 2) Multiple vehicle registration for the same period, except as authorized within these regulations.

- 3) Registering a vehicle, which is to be used by and for a person not authorized for such registration.
- 4) Display or use of a University registration permit on a vehicle other than the vehicle registered.
- 5) Use of a visitor permit by faculty, staff or student except as authorized by the Security Office. Any alteration of a visitor permit also constitutes fraudulent registration.

F. FINES AND PENALTIES

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1. The schedule of fines for violations shall be:

First Minor Offense	\$5.00
Second Minor Offense	\$10.00
Third Minor or any Major Offense	\$25.00

Three unpaid minor offenses constitute a **major offense** and the immobilizer can be used to enforce immediate collection.
2. Fines are payable within ten (10) business days and are subject to a \$5.00 late payment penalty for each offense. Students who fail to remit fines will have **their grades and transcripts withheld**. Staff and faculty who fail to remit fines will have the matter referred to their supervisor or department chairperson. Failure to remit fines may also result in the loss of parking privileges.
3. The fact that an operator parks a vehicle in violation of any regulation and does not receive a citation does not mean that the applicable regulation is no longer in effect.
4. Enforcement of rules and regulations will be prompt, impartial and certain; this is the responsibility of the Security Department. Traffic control signs have been placed on campus avenues. The Security Department requests the cooperation of all University motorists. Operators who fail to obey the direction of a traffic sign may receive a traffic citation for which the fine is generally \$5.00 for the first offense.
5. Students, faculty and staff will be fined under the same system. Students' fines will be treated as any other University bill and must therefore be paid before a student registers for a subsequent term.
6. Only one notice of a parking violation will be issued for the same offense in any 24-hour period.
7. All fines must be paid in person or via mail to the Security Office.
8. Disciplinary Action:
 - a) Students who have accumulated three or more minor violations are subject to disciplinary action by the University as described in the Student Handbook. Students who violate major regulations may also be subject to such action by the University for one or more violations. This action will be in addition to any fines or other traffic penalties imposed.
9. Revocation of Parking Privileges:
 - a) Persons guilty of four traffic or parking offenses while they are attending or working at the University may have their vehicle registration and University parking privileges revoked for a four-month period.
 - b) Written notice of revocation, specifying the period of revocation and the requirement that the permit be surrendered during this period, shall be sent by mail to the most current address furnished to the University. The period of revocation shall begin seven calendar days from the date of the notice.
 - c) Vehicles registered to persons or being used by persons who have had their privileges revoked shall be subject to towing at the owner's expense if parked on University property during the revocation period, and the fine for lack of a valid permit will be imposed.
10. Towing and Impounding
 - a) The La Salle University Security Department shall remove from the campus at the owner's expense any vehicle that is determined by them to be a health or safety hazard or major inconvenience to the University Community. Before removing the vehicle, all reasonable means of locating the owner shall be tried and a reasonable length of time, depending on the situation, will be given for the owner to move the vehicle.

- b) The University reserves the right to remove and impound abandoned vehicles or any vehicle found on campus: without a valid permit; without a license plate; parked in a driveway, fire lane, reserved or service vehicle space; blocking a loading dock or trash dumper; or illegally parked in such a way as to constitute a hazard to pedestrian or vehicular traffic or to the movement and operation of emergency equipment. The owner will be responsible for all costs involved in towing, impounding and storing such a vehicle.
- c) All vehicles may be towed at the owner's expense for any of the following violations:
 - 1) Parking in a fire lane
 - 2) Parking on grass
 - 3) Parking in loading and unloading areas
 - 4) Blocking a driving lane
 - 5) Parking in a stall reserved for other vehicles
 - 6) Parking without proper permit/decal when required
- d) There will be a \$35.00 towing fee in addition to the traffic or parking violation fine, plus a \$5.00 per day storage fee.
- e) The Security Department, to assist in the enforcement of these regulations, is authorized to use the "immobilizer", a device that prevents the movement of the vehicle when placed on the front wheel. Normally the immobilizer will be used when the owner of the vehicle is not readily identifiable or the vehicle is illegally parked and has five (5) or more parking violations. If the circumstances permit, the Security Officer will make a reasonable effort to locate the owner of the vehicle before applying the immobilizer. This sanction was developed to provide alternatives to towing vehicles. These sanctions apply to all members of the University Community. There will be an additional \$20.00 fee for vehicles that have been immobilized.

G. VIOLATIONS

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1. Minor Violations
 - a) Failure to display parking permit/decal as directed
 - b) Failure to conform to posted signs
 - c) Not conforming to indicated traffic flow
 - d) Not parking fully within or into the space selected
 - e) Failure to submit or update essential information on the parking application
 - f) Parking or driving on grass, walkways or sidewalks
 - g) Parking on roadways or in driveways
 - h) Excessive noise (loud muffler, horn blowing, etc.)
 - i) Obstructing traffic or another vehicle
 - j) Parking in an unauthorized lot or space
 - k) Motor vehicles (including motorcycles) inside unauthorized buildings

2. Major Violations
 - a) Leaving the scene of an accident
 - b) Parking in a posted fire lane
 - c) Blocking or parking at a fire hydrant
 - d) Blocking or parking under a fire escape or exit
 - e) Failure to stop for a Security Officer
 - f) Driving or parking on any athletic recreation field
 - g) Parking on La Salle University property without authorization
 - h) Fraudulent registration
 - i) Failure to obey the Parking Officer in the execution of his/her duties
 - j) Failure to give pedestrians the right of way
 - k) Exceeding the posted speed limit
 - l) Driving too fast for conditions
 - m) Blocking a loading dock

- n) Unauthorized use of parking permit

H. APPEALS

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1. The Motor Vehicle and Parking Appeals Board, hereafter referred to as the Board will hear all appeals. This is a special purpose board designed to review appeals of citations for traffic and/or parking violations at La Salle University. When a citation for a traffic and/or parking violation is issued, the Security Officer will impose the proper fine according to the Traffic Control Policy. The violator may appeal such citations to the Board. The appeal must be submitted within ten (10) business days of the date of the violation.
 - a) Jurisdiction - The primary function of the Board is to hear and decide on appeals of citations for parking and traffic violations.
 - b) Membership - The Board shall be composed of at least three members of the Security Advisory Committee, called for such purpose by the Director of Security.
2. Procedures for Filing an Appeal
 - a) To be eligible to file an appeal the violator must pay all outstanding fines and an additional surcharge of \$5.00. This must be done within ten (10) business days from the date of the violation. (Forms for this purpose are available at Security Headquarters). The appellant must submit any violation notices in question and the cashier's receipt, together with a written summary of his/her position in the case, to the Director of Security or his designee, who will review all such appeals and will have the authority to grant waivers of citations.
3. Procedures for the Processing of Appeals
 - a) An appeal to a fine not waived by the Director of Security will be forwarded to the Administrative Security Officer of the Board, who will schedule a hearing. The Board will meet during the academic year and at other special times as they so designate.
 - b) Each appellant will receive written notice of a time and a place of the hearing.
 - c) The appellant may request one postponement of the hearing by presenting the reasons for such a request to the Board in care of the Security Department.
 - d) The appellant must present the appeal in person. The decision of the Board will be made on the basis of information presented before the Board at the scheduled hearing.
 - e) The appellant shall have the right to call witnesses to testify in his/her behalf.
 - f) The Administrative Security Officer who shall have the opportunity of questioning the person making the appeal and who shall assist the Board in its inquiry will present the facts of the case to the Board. The Board will accept written notice of the violation as evidence.
 - g) The Board may call witnesses who have relevant information to the case at hand.
 - h) Members of the Board that have a conflict of interest in the case shall not sit in judgment. The validity of alleged conflicts shall be determined by a vote of the non-challenged members of the Board.
 - i) A Board hearing will be open only to the members of the Board (including the Administrative Security Officer) and the appellant. Witnesses will be allowed to be present only to give their testimony.
 - j) The Board will keep a written summary of all appeal proceedings. The Security Office shall maintain these records.
 - k) Written notice of the action of the Board will be mailed to the person bringing about the appeal within a reasonable time.
 - l) All information relating to the case heard by the Board shall be confidential.
 - m) Decision of the Board shall be final and shall become effective immediately.
 - n) Appeals granted by the Board will result in the refunding of the fine imposed for that violation, as well as, the \$5.00 surcharge.
4. An annual report shall be prepared by the Security Advisory Committee in which recommendations concerning Traffic and Parking policies and regulations can be made. This report shall be forwarded to the Vice President for Business Affairs.

I. PERMITS FOR THE MAIN CAMPUS

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1. Main Campus parking is limited (85 spaces) and by necessity must be restricted on a space available basis to those with the greatest need and in accordance with the below policy previously adopted by University council.
 - a) Faculty, staff and students during periods of physical handicap. Permits issued under this classification shall be issued for the fiscal year or the probable duration of the handicap, whichever is shorter and may be renewed upon reapplication.
 - b) Members of the Brothers of the Christian Schools.
 - c) Vice Presidents, Deans, Department Chairpersons (Day and Evening) and Directors in:

Olney Hall	Benilde Hall
Holroyd Hall	La Salle Union
Wister Hall	Lawrence Administration
College Hall	McShain Hall
 - d) On a space available basis to faculty and staff members with twenty-five (25) years or more of service. When space is deemed insufficient to accommodate all members of this group, permits will be issued in order of seniority within the group.