

TITLE: PARKING POLICY

EFFECTIVE DATE: November 30, 2005

LAST REVISION: July 15, 2009

Policy No. 6.023.1

Policy Statement

The purpose of this policy is to ensure a fair and equitable measure in the assignment of employee parking privileges. This policy is not a guarantee that a parking space will be provided or available at all times.

All campus parking areas and facilities are the private property of Sowela Technical Community College. All parking areas and facilities are permit parking only and all vehicles on campus must be registered with the Sowela Student Affairs Office. All staff, faculty, employees and students are responsible for knowing and observing all state traffic laws, college parking regulations and obeying college parking rules and regulations. All parking lots are the property of Sowela and all parking on Sowela is Permit Parking Only.

SOWELA Parking Policy

- All employees who bring their vehicle to the campus shall register their vehicle with the Sowela Student Affairs Office.
- Faculty, staff and employee parking spaces are filled on a first come, first serve basis each day. If there are no spaces available in the lot assigned, additional parking may be available in adjacent parking areas.
- All employees shall display their hanging-parking permit properly when parked on the SOWELA campus.
- Hanging parking permits assigned to a specific employee are for use of the employee only; the transfer, loaning or distribution of hanging parking permits by employees is in violation of the parking policy. All vehicles parked on the Sowela campus shall park in the lot to which the parking privileges of the faculty, staff, employee or student is assigned. Parking of a vehicle in an unauthorized parking facility is in violation of the Sowela Parking Policy. No vehicle (with or without a hanging parking permit) shall park in an unauthorized parking space:
 - Visitor's Space; Along or on Any Yellow Striping of Parking Lot Surface; Sidewalks or Grass Areas; Emergency Fire Lane; Driveway (blocking a driveway; ingress or egress); Delivery Space or Lane.

Handicap Parking

1. **TEMPORARY DISABILITY PARKING:** Individuals requesting temporary disability parking privileges must complete the Temporary Disability Parking Application available at the Sowela Student Affairs Office. Requests require a physician's documentation and duration the disability parking privileges will be needed. All temporary disability parking privileges requests will be reviewed every 30 to 60 days, depending on the nature of the disability or injury. Should the disability become permanent, the individual must submit requests to Vice Chancellor for Economic Development.
2. **Enforcement and penalties.** Details on rules, regulations and specific fines can be found in the Security Office.
 - The enforcement of the Sowela Parking Policy, Rules and Regulations is under the jurisdiction of the Sowela Director of Facilities Planning and Management. Violations of any of the provisions of the Parking Policy by employees are subject to issuance warning notice, violation ticket, and/or towing (at owner's expense).
 - The parking of disabled or inoperable vehicles on any of the Sowela parking facilities or property is prohibited.
 - Sowela shall not be held responsible for lost, stolen items or damage to vehicles while parked on campus property.
 - Upon separation of employment, hanging parking permits are to be returned to the Sowela Human Resource Department

Violations & Fines

All vehicles found in violation of the provisions set forth in the Sowela Parking Policy shall be issued the appropriate ticket violation

Payment of Fines

All fines are payable to the Cashier's Window located at the Business Office of the Sowela Administration Building, 3820 Senator J. Bennett Johnston Avenue, Lake Charles, LA. All fines are payable to the Business Office within five business days of the violation.

Emergencies

During emergencies, when possible, vehicle operators are requested to remove their vehicles from campus parking areas to an alternate area to allow maintenance personnel to complete campus duties.

Source of Policy: HR
Related Policy: STCC Catalog

Approved by: _____
Chancellor

Responsible Administrator: Human Resources
LCTCS Policy Reference: NA
LCTCS Guideline Reference: NA
Date: _____