

Parking Rules and Regulations

IMPORTANT

Tulane University recognizes motor vehicles and bicycles are a necessity to access our campuses, and therefore we are committed to providing the highest level of service and ensuring the safest and most efficient use of university parking resources. While parking on our campus, we ask that you adhere to all parking regulations, including displaying a valid parking permit or using one of our parking meters. Parking regulations are in effect 24 hours a day, 7 days a week. Parking permits are required Monday through Friday between 8:00 am and 5:30 pm, including academic holidays.

EFFECTIVE AUGUST 2017

SECTION I – REGISTRATION

A. GENERAL

1. Any member of the faculty, staff, student body, or outside agents using UNIVERSITY-OWNED PROPERTY for parking spaces must register the vehicle they operate on campus with the Tulane Parking Services office and purchase a parking permit. EXCEPT FOR METERED SPACES, VEHICLES PARKED ON TULANE UNIVERSITY PROPERTY MUST DISPLAY A VALID PARKING PERMIT FROM 8:00AM TO 5:30PM, MONDAY THROUGH FRIDAY. PARKING PERMITS ARE NOT VALID FOR GAME DAY PARKING.

2. Any vehicle which has two or more unpaid citations, totaling \$50.00 or more, will be subject to immobilization, if the citations remain unpaid after ten (10) working days. Vehicles placed on the immobilization list are subject to be immobilized twenty-four (24) hours a day, seven (7) days a week, even if legally parked at the time of immobilization.

Purchasing a permit when registering the vehicle, or paying current outstanding citations removes the vehicle from the immobilization list. Outstanding citations issued to any non-affiliate are required to be paid in full prior to removal of an immobilization device and removal of a vehicle from the immobilization list. Subsequent multiple violations will again make the vehicle eligible to be immobilized.

2a. Any unauthorized removal, tampering with, or damaging of the immobilization device will result in fines and a fee appropriate to the amount of damage caused to the

device. (See Section II Category 6A)

3. All persons requesting a parking permit must present the appropriate documents at the time of registration, as follows:

Faculty, Staff, and Students:

1. Valid Tulane ID card

Alumni (other than current faculty, staff, or students):

1. Tulane Alumnus ID
2. Vehicle registration or car title

Vendors and Contractors:

1. State issued driver's license.

4. Parking permits may be purchased at the Parking Services office, located on the ground floor of the Diboll Complex, at Ben Weiner Drive and Janet Yulman Way. Hours of operation are 8:00AM to 5:00PM Monday through Friday excluding University Holidays. Questions regarding interpretation or clarification of these rules should be directed to the Parking Services office: 865-5424.

5. The following traffic rules and regulations have been enacted by the University for the Security and Safety of the Tulane community and apply to all persons who operate a motor vehicle on campus property. The Permit Holder is responsible for all traffic citations in which his/her parking permit is displayed. In addition to fines and fees levied for violations, certain offenses may be additionally directed to the Office of Student Affairs for further disciplinary action.

THE CAMPUS SPEED LIMIT IS 15 MPH AT ALL HOURS.

The campus speed limit is ENFORCED BY RADAR.

6. The parking plan is designed to provide parking spaces as conveniently as possible within the limits of available space. Operating a motor vehicle on the campus is a privilege and is conditioned on compliance with these rules and regulations. The University is not responsible for theft or vandalism, and encourages owners/operators to lock their vehicles at all times while parked on campus.

7. The fact that a traffic citation is not issued at the time a vehicle is illegally parked does not mean, or imply, that the regulation or law is no longer in effect. The responsibility for obtaining knowledge of the laws and regulations in force rests with the motor vehicle operator.

AUTHORIZED PARKING ZONES, MONDAY – FRIDAY, 8AM – 3PM

PERMIT TYPE AUTHORIZED ZONES (excluding reserved all hours and metered spaces)	
F, ALU, V, & HANDICAPPED	ALL ZONES
TU (motorcycles)	ALL ZONES IN SPACES SPECIFICALLY MARKED FOR MOTORCYCLES
E	ALL GREEN, RED & YELLOW ZONES
R	YELLOW ZONES 8AM-3PM
C	YELLOW AND RED ZONES 8AM – 3PM BLUE AND GREEN AFTER 3 PM EXCEPT COWEN AND NEWCOMB CIRCLE
SP	VALID FROM 8 – 11 AM GARAGE ONLY AFTER 3PM BLUE, GREEN, YELLOW, RED ZONES EXCEPT COWEN AND NEWCOMB CIRCLES

8. After 3PM and on weekends, registered vehicles with valid campus parking permits may park in all zones, except where signs are posted that prohibit their parking there, i.e.:

- Cowen Circle (24-hour green zone)
- Newcomb Circle (blue zone)
- Fire lanes
- Handicapped spaces
- Reserved spaces
- Controlled access areas
- Metered parking spaces
- Parking permits are not valid in any area of Tulane property during home Football games

Parking meter enforcement is from 8 AM to 5:30 PM weekdays.

9. All appropriate Louisiana criminal laws, motor vehicle laws, New Orleans City Traffic Ordinances and University regulations are in effect on Tulane property. Careful adherence to all regulations is required to protect pedestrians and vehicles and to provide access for emergency vehicles. Jurisdiction to enforce these regulations is vested with the Tulane University Police and Parking Services Departments and the employees thereof.

10. All contractors/vendors, outside agents, sales representatives, service technicians,

etc. are required to purchase parking permits. In addition, the Senate Committee on Physical Facilities has determined that these persons are responsible for paying any fines/fees incurred against their vehicles. If payment, after notification, is not received by the Bursar's Office or the Parking Services office within the prescribed time, vehicles are subject to immobilization and all fees must be paid before the vehicle will be released. Vendor/Contractor vehicles permitted within fenced job sites shall display the appropriate company logo in a conspicuous place on the vehicle. Outstanding traffic citations will be billed to parent company.

11. FRESHMAN RESIDENTS ARE NOT ALLOWED TO REGISTER THEIR VEHICLES, AND MAY NOT UTILIZE CAMPUS PARKING AREAS.

12. All driveways leading to dormitories, administrative, and academic buildings, are designated as Emergency Fire Lanes and therefore parking is prohibited at all times except where parking is designated by appropriate lines, signs, or TULANE UNIVERSITY POLICE OR PARKING SERVICES DEPARTMENT personnel.

13. The use of skateboards, roller skates, roller blades, uni-cycles and all bicycles are forbidden as a means of transportation on any of the garage surfaces, ramps, walkways, elevators, etc. (Exception: Tulane Police bicycle patrols will be permitted in all areas.)

14. All Tulane sanctioned vehicles (except Facilities Service, Tulane Police and Ambulance vehicles) while on campus will be parked, all hours of the day and night, in the designated reserved spaces, unless the vehicle is in the process of loading, unloading, and/or under the driver's immediate control. All Tulane sanctioned vehicles (except Facilities Services, Tulane Police and Ambulance vehicles) will have Tulane identifying marks on the vehicle and will park in areas identified for E permits: yellow, red and green zones.

15.. 'Reserved All Hours' permits must be requested from the University Senate Committee on Physical Facilities, Parking Subcommittee. Applications for 'Reserved All Hours' permits must be submitted to the Parking Services Office.

B. GENERAL PARKING:

- Summer parking in the Diboll Garage, 1st thru 5th floors
- Annual cleaning of the garage begins the Monday following Spring Commencement and lasts approximately four weeks. The 5th floor will always be available for parking. Signs will be placed on other floors and ramps to advise when floors and ramps are closed to parking. Vehicles parked in the garage (stored) over the summer or for an extended period of time that would hinder cleaning must be parked on the 5th floor. Vehicles parked on floors designated as "no parking" will be relocated at the owner's

expense plus an administrative fee.

Questions may be directed to the Parking Services office at 865-5424.

C. DEFINITIONS

For the purpose of interpretation, certain definitions are in effect. "Campus", "Campus area" or "University Property" includes all properties owned or controlled by Tulane University. "Motor vehicles" includes automobiles, trucks, motorcycles and mo-ped-type vehicles.

D. PERMITS FOR PARKING ON THE UPTOWN CAMPUS ARE GOVERNED BY EXISTING SIGNS AND THE FOLLOWING REGULATIONS. DESIGNATED PARKING AREAS ARE INDICATED ON A COLOR-CODED MAP, AVAILABLE IN THE PARKING SERVICES OFFICE. PERMITS ARE NOT VALID ON HOME FOOTBALL GAME DAYS.

A single parking permit will be issued to an individual according to his/her job classification or status as a student, alumnus or guest. Use of the permit is restricted to the registered individual.

E. REMOVAL OF ABANDONED MOTOR VEHICLES

Any motor vehicle that has remained on University property five (5) days or more without a valid parking permit is considered abandoned. Tulane University Police Department's Unauthorized/Abandoned Vehicle Policy will be followed when removing abandoned vehicles.

F. TOWING OF VEHICLES ON UNIVERSITY PROPERTY

Vehicles parked on the university, but found hindering the performance/function of the university may be towed at the owner's expense. In addition, vehicles which remain immobilized after forty-eight (48) hours may be relocated at the owner's expense. Vehicles found on University property on football game days that do not have the appropriate game day permits will be relocated and fined.

FACULTY/STAFF AND STUDENTS

G. REGISTRATION PROCEDURES

1. Faculty and staff members: Newly appointed faculty or staff members should apply within five (5) calendar days of their appointment.

2. Full-time students should register their vehicles as part of the University registration procedure.

FACULTY, STAFF AND STUDENTS WILL RECEIVE:

1. A MOVABLE PLACARD (Hang-tag parking permit)

A possessor of a hang-tag (movable placard) may use it only in a vehicle he/she owns or is physically operating /occupying.

REPLACEMENT PERMIT

In the event of loss or theft of a parking permit, the owner must file a LOSS/THEFT REPORT at the Parking Services office within five (5) days of the incident. The parking permit replacement fee is \$10.00.

PERMITS:

1. F – Faculty permits are issued for persons who are FACULTY and Tulane Executive Officers. Emeritus Faculty (no charge) will be issued an “F” parking permit. Permit Color: BLUE.

2. F—Tulane-sanctioned vehicles with permit will be parked in specific Reserved All Hours spaces. Permit Color: BLUE.

a. Non-permitted Tulane-sanctioned vehicles will park in designated spaces. These vehicles should be registered with the Parking Services office.

ACCESS CONTROL ENTRY

Entry onto Law Road weekdays between the hours of 8:00AM and 3:00PM shall be by card access.

LETTER OF PETITION FOR ACCESS

Letters of Petition are available at the Parking Services office. Petitions are reviewed by the Senate Committee on Physical Facilities for determination of need.

3. H (cost determined by classification with the University). “H” permit may be issued to a mobility impaired person as such person is defined in subpart H (Uniform System for Handicapped Parking). Permit Color: BLUE.

3a. ‘H’ permits are available to students, faculty, and staff members with a valid state-issued placard or license plate indicating mobility impairment.

3b. Temporary “H” permits may be issued to persons who suffer a short-term disability which limits or impairs their ability to walk. Medical certification of such impairment must be made by a private physician, by the Health Services Department, or Tulane Medical Center, on a form provided by the Parking Services Department.

Temporary “H” permits may be issued as a replacement for an authorized Parking

Permit, for a period not to exceed six (6) months. Permit Color: YELLOW.

4. E—Staff permits are issued to persons who are staff members and sub-contract employees (food service, travel agency, bookstore, bank employees and temporary employees). Vehicles with “E” permits are restricted from parking in blue zones until after 3PM. Permit Color: GREEN Permit is valid through August 31st.

5. Student Permits

5a. C – Commuting permits are available to all commuting students. Vehicles with C permits are restricted to parking in red and yellow zones between 8:00AM and 3:00PM. After 3:00PM, vehicles with “C” permits are permitted to park in all zones (for exceptions, see section A-8). Permit Color: RED. Permit is valid through August 31st.

5b. R – Residence permits are available to all resident students above the grade of freshmen. Vehicles with “R” permits are restricted to parking in the Yellow zones between 8:00AM and 3:00pm. After 3:00PM, “R” permits are permitted to park in all areas (for exceptions, see section A-8). Permit Color: YELLOW. Permit is valid through August 31st

6. MOTORCYCLE PERMITS: TU permits are required for any two- or three-wheel vehicle which has a motor or engine to propel it. TU permits may be parked only in posted motorcycle areas, which are located in all zones of the campus. Permit Color: Green. Permit is valid through August 31st. WEARING OF HELMETS AS PROTECTIVE WEAR ON CAMPUS IS RECOMMENDED TO MOTORCYCLISTS AND MOPED OPERATORS, AS WELL AS PASSENGERS.

Motor vehicles inclusive of motorcycles, motorbikes, motor scooters, and others with internal combustion engines are not permitted inside buildings. They may not be parked on any pedestrian walkway or sidewalk. This does not apply to maintenance, Tulane Police, delivery, or emergency vehicles which may temporarily park near a building.

7. SP permits—are available to all Evening students (permit color: SILVER/BLACK Permit is valid through August 31st. “SP” permits are permitted to park on campus Monday through Friday in the Diboll garage from 8:00 am to 11:00 am and after 3:00PM in all zones. For exceptions see section A-8.. “SP” permitted vehicles on campus between 11 AM and 3:00PM Monday through Friday must park at and pay for a metered parking space or purchase a daily Guest Permit.

8. VENDOR/CONTRACTOR PERMITS. Vendor/Contractor permits are issued to outside agents who conduct business on the Tulane campus on a periodic basis as a Vendor/Contractor. Determination of parking privileges to be granted will be made by the Parking Services office at the time the permit is issued. Permit Color: PURPLE. Permit is valid through August 31st.

9. ALUMNI PERMITS. Alumni of Tulane University who are NOT current faculty, staff or students may obtain for their use only an annual parking permit at the Parking Services office. This permit will authorize parking in all areas of the campus, except where signs prohibit parking, such as Reserved All Hours spaces, fire lanes, handicapped spaces, and Controlled Access areas. Permit Color: BLUE. Permit is valid through August 31st.

10. GUESTS PARKING.

10 a. Meter Parking Coin operated multi-metered parking is available for guests on the ground level and second floor of the Diboll Complex, bldg. #103 (38 metered spaces) Thirty-two (32) additional on-street parking meters are available (15 minute increments with a maximum of 45 and 90 minutes total). Additionally, a daily parking pass may be purchased from the Diboll meter using space code #50 for a cost of \$5.00. It is a guest's responsibility to know and comply with the University's requirement for parking.

Hours of Regulation are identified on this web site and at the entrance of each university parking zone. Parking is not permitted at a malfunctioning meter unless you call the Parking Services office immediately with the meter number, problem, and your license plate. All vehicles parked in the Diboll Complex and on-street metered spaces must deposit appropriate amounts in meters, 8:00AM to 5:30PM, Monday through Friday, whether displaying a Tulane permit or not.

10b. Guest Parking Permits, (\$5.00 each day) may be purchased (with date specified) at the Parking Services office. Guest permits are required Monday through Friday, 8:00AM to 5:30PM. Permit Color: BLUE AND GREY scratch off

10c. Temporary Parking Permits (\$5.00 each day) may be purchased for a date range at the Parking Services office. This permit will be issued only for short periods of time. Those persons whose vehicle is temporarily disabled are eligible to apply for a temporary permit. Permit Color: Yellow paper

11. In the event there is a University emergency, such as an imminent storm alert, only vehicles bearing current Uptown Tulane campus permits will be given access to garage

parking.

SECTION II – VIOLATIONS AND PENALTIES

CATEGORY ONE FINES

A. Parking on campus without a current parking permit is:: \$40.00 per day

1. The first violation only for “Parking on campus without a current parking permit” may be waived if a parking permit is acquired within five (5) working days of the citation. (Guest permits excluded)

B. FRAUDULENT REGISTRATION OF A MOTOR VEHICLE IS A \$1,000 FINE.

Among others, the following practices are fraudulent:

1. The registration of a vehicle by any student for the purpose of obtaining the permit for himself/herself or for another person who is not eligible for the privilege it grants.
2. Unauthorized duplication of any permit, alteration of date or class permit designation also constitutes fraudulent usage.

C. Parking too far from curb/bumper. All vehicles parking parallel to a curbing must not park more than 18 inches from that curbing. Vehicles parked in a perpendicular space shall have front or rear wheels within six (6) inches of a curbing or parking bumper. King cab and full-size vans may not park on ramps of the Diboll Complex. Violation is a \$20.00 fine.

D. Failure to obey an officer: \$75.00 fine and possible suspension of campus parking privileges for one semester.

E. Leaving the scene of an accident is a \$25.00 fine.

F. Parking in a place marked “RESERVED ALL HOURS” or “RESERVED FOR HANDICAP PERMITS”, handicapped spaces, “RESERVED FOR PHYSICAL PLANT VEHICLES”, blocking/parking in a fire lane, driveway or next to a fire hydrant is a \$100.00 fine and vehicles without permits parked in the garage during storm alert are fined \$100.00 each day.

G. Parking/driving in an area not designated for parking (loading zone, lawn, sidewalk, “No Stopping” or “No Parking” zones as indicated by signs or markings) is a \$30.00 fine.

H. PARKING OUT OF ZONE IS: \$40.00

Violations to include “SP”, permit holders parking on campus between 11 am and 3 pm (other than ‘Pay to Park’ metered spaces).

I. Possession, removal, or damage to traffic signs, Access Control Gate Arm, speed bumps, traffic markings or immobilization devices is \$75.00.

J. Failure to stop for an occupied crosswalk is a \$30.00 fine.

K. Riding a skateboard, roller skates, roller blades, uni-cycles or a bicycle within the parking garage surfaces, ramps, walkways, elevators, etc. is forbidden at all times. (Exception: Police bicycle patrols shall be permitted in these areas.) Fine is \$150.00.

L. Tulane-sanctioned vehicles, without permit and unattended on campus in a space other than the assigned reserved space, are fined \$30.00 for each violation.

M. Failure to move vehicle for home games is \$40.

CATEGORY TWO FINES:

A. Failure to properly display parking permit is a \$10.00 fine for registered vehicles.

B. Inactive

C. A two-wheeled motor vehicle occupying an automobile space, and vice-versa, is a \$20.00 fine.

D. Diagonal parking in a parallel space, perpendicular space, or vice-versa, is a \$20.00 fine.

E. Parking across lines of a designated parking space is a \$20.00 fine.

F. Operating a motor vehicle without a driver's license or with a suspended license is a \$50.00 fine.

G. Unauthorized possession/use of an Access Card or transferable parking permit, and fraudulent duplication is a \$1,000 fine.

H. All other violations, to include State of Louisiana and/or City of New Orleans traffic regulations not enumerated herein are a \$30.00 fine.

For the purpose of clarification, golf carts, electric or gas-operated, shall be considered as motor vehicles. In addition to the standard rules and regulations, the following rules shall be applicable to such vehicles:

I. Vehicles shall travel only on designated, published cart paths. Vehicles operating under emergency conditions may be permitted to travel other than specified in the cart regulations, but only at a safe speed, especially with regard to pedestrian traffic. Violation: \$30.00 fine.

J. When the cart is in motion, all safety devices, lights, beepers, identification numbers and flags shall be properly visible and functioning. The sound and lighting devices will not be

disabled during any motion of the vehicle. Violation: \$30.00.

K. Vehicles traveling at night shall, in addition to safety equipment, display a permanently attached headlight, taillight, brake light and turn signals. Violation: \$30.00

L. The vehicle may not carry more passengers than the manufacturer has designated. When in motion, all passengers and operators must keep hands and feet inside the vehicle. Both operator and passenger will be held responsible. Violation: \$100.00 (this violation constitutes reckless operation)

M. Carts shall only be parked in designated, approved parking spaces. Violation: \$20.00

N. All operators, while in control of a vehicle shall possess and display, on demand of University authority, a current driver's license. Violation: \$50.00

O. Only authorized personnel, exclusive of students, may operate carts. Exceptions will be accepted only in emergency cases, i.e. injury transportation. Violation: \$30.00

P. All vehicles directed by Tulane University Police Department staff to stop and/or move to the roadside shall comply, when directed. Violation: \$75.00

CATEGORY THREE FINES

A. Blocking crosswalks, dumpsters, or vehicle traffic is a \$25.00 fine.

B. Reckless driving is a \$100.00 fine.

C. Exceeding the campus speed limit; speed of:

C1 – 1 to 10 MPH over posted limit = \$30.00

C2 – 11 to 20 MPH over posted limit = \$40.00

C3 – 21 to 30 MPH over posted limit = \$50.00

C4 – 31 to 40+MPH over posted limit = \$75.00

D. Failure to come to a complete stop at all designated signs or traffic markings is a \$30.00 fine.

E. Driving/Parking against traffic on a one-way street is a \$30.00 fine.

F. Passing moving vehicles, crossing a double-yellow line (entering oncoming traffic), or making an illegal U-turn is a \$20.00 fine.

G. Disregarding or moving a police barricade is a \$75.00 fine.

CATEGORY FOUR – IMMOBILIZATION, ADMINISTRATIVE FEES

A. Any vehicle which has two or more unpaid citations (totaling \$50.00 or more) will be subject to immobilization if the citations remain unpaid after ten (10) working days. Immobilization of vehicles will be by the Tulane University Police or Parking Services Departments, 24 hours a day, 7 days a week. An administrative fee of \$100.00 will be collected before the vehicle may be released. Vehicles still immobilized after a period of 48 hours may be towed by a private towing company at the owner's expense. This is in addition to the fines already imposed.

VEHICLES WILL REMAIN SUBJECT TO IMMOBILIZATION AND/OR TOWING UNTIL THE DELINQUENT CITATIONS ARE PAID. Payment of outstanding citations will remove a vehicle from the Immobilization List. Tulane affiliates may elect to receive an immobilization citation in lieu of the fee to release the immobilization device. Non-affiliates will be required to pay all citations fees in full at the Parking Services office prior to the vehicle being released.

B. Any unauthorized vehicle parking in a space marked "RESERVED ALL HOURS", "RESERVED FOR HANDICAPPED", "RESERVED FOR DELIVERY/SERVICE VEHICLES", or blocking a fire lane or fire hydrant will be immobilized and/or towed by the Tulane Police Department. An administrative fee of \$100.00 will be assessed, IN ADDITION TO THE TOWING FEE OF THE PRIVATE TOWING COMPANY. If not affiliated with the University, payment by cash or credit card only will be collected before the vehicle is released.

C. For continued disregard of the rules and regulations and at the discretion of the Tulane University Parking Director, on-campus parking privileges may be suspended for a period of up to one semester.

D. Vehicles which cannot be identified by visible license plate or VIN may be immobilized for identification and will be released upon presentation of proper identification at Parking Services office or Police Department.

E. Any unauthorized vehicle parked on campus after Game Day Parking restrictions become effective shall be towed. An administrative fee of \$100.00 will be assessed, IN ADDITION TO THE TOWING FEE OF THE PRIVATE TOWING COMPANY AND ANY OTHER FEES FOR RELATED VIOLATIONS.

CATEGORY FIVE – METERED PARKING

A. Failure to pay meter parking, to include expired meter parking:

1. At all meters which allow a maximum of 45 minutes, \$10.00 for each ½ hour parked at a meter which is expired.
2. After two (2) hours of continuous violation (4 citations issued) at any meter, the vehicle may be immobilized. ALL VEHICLES WHICH HAVE FOUR (4) OR MORE OUTSTANDING UNPAID METER VIOLATIONS WILL BE SUBJECT TO IMMOBILIZATION 24 HOURS A DAY, 7 DAYS A WEEK. An administrative fee of \$100.00 per day will be charged for release of the vehicle.

CATEGORY SIX – OTHER

A. Tampering with an Immobilization device is a \$600 fine

SECTION III – PAYMENT OF FINES

A. Each individual receiving a traffic citation will have 10 WORKING DAYS FROM THE DATE OF THE VIOLATION in which payment may be made at the Bursar's Office, Tulane University, 31 McAlister Drive, New Orleans, LA 70118 or the Parking Services office, located on the ground floor of the Diboll Complex, at Ben Weiner Drive and Janet Yulman Way or at <http://parking.tulane.edu>.

B. After ten (10) working days, those known violators with unpaid fines will be referred to Accounts Receivable or the Payroll Office for collection.

C. APPEALS:

NO APPEAL WILL BE CONSIDERED WHICH IS BASED ON IGNORANCE OR MISUNDERSTANDING OF THE TRAFFIC AND PARKING REGULATIONS

1. The assessment of any fines may be challenged before the Traffic Appeals Committee, composed by an autonomous Advisory Board of faculty/staff and student members. You may file an appeal by mail, by electronic mail (e-mail), by fax, or in person. In all cases your appeal must be received in the Parking Services office within 10 calendar days from the date the citation was issued. Persons wishing to appeal a citation should complete the appeal form at the following location: <http://parking.tulane.edu>.

2. There is a \$5.00 administrative fee for filing each traffic citation appeal. The administrative fee will be credited only if the appeal is upheld by the Traffic Appeals Committee. Individuals desiring to appear before the Appeals Committee may do so by stating it in their appeal, but should they fail to appear as scheduled, the Committee will decide the challenge based on the written appeal.

3. Decisions of the Traffic Appeals Committee are final—there are no further appeals. Citations which are paid cannot be appealed. If an appeal is upheld, fees will be returned and the citation will be dismissed.

SECTION IV – BICYCLES

BICYCLE REGULATIONS

BICYCLES ON CAMPUS (OPERATION AND PARKING)

All bicycles operated or parked on the Tulane campus are subject to regulations stipulated by the Parking Services office.

Bicycles operated on campus are required to be registered with Tulane Police. Registration is provided at no cost to the owner for a limited time. Failure to register bicycles that are operated on campus shall result in immobilization.

Bicycles and the operators are subject to all Tulane laws and regulations. Failing to do so, the operator shall be cited and/or denied access to campus when in violation.

Section I – Authority

- A. Jurisdiction to enforce the regulations herein is vested with the Parking Services office.
- B. Tulane Police officers are authorized to cut chains or locks in order to move illegally secured bicycles. The university is not responsible for any damage to bicycles, chains, or locks when the bicycles are moved by Tulane Police officers.
- C. All bicycles operated or parked on the Tulane campus must be registered with the Parking Services office and display a valid license sticker.
- D. Tulane affiliates shall register their bicycles at the Parking Services office (ground floor, Diboll Complex).

Section II - Operating

- 1. Bicycles operating on campus streets must come to a complete stop at all stop signs and/or occupied pedestrian crosswalks.
- 2. Bicycles are prohibited from exceeding the posted speed limit while on campus.
- 3. Bicyclists must travel with the directional flow of traffic, both on campus and on public streets.
- 4. Law Road from St. Charles Ave. to Freret St. is classified as a narrow street, therefore no bicycles are allowed.
- 5. Bicycles may proceed carefully on the grey, crushed rock areas, but must yield to pedestrians at all times.
- 6. When pedestrian traffic on sidewalks and walkways is heavy, bicycles may proceed cautiously on lawn areas.

Bicycle Parking

- 1. Bicycles shall only be secured to bicycle racks.
Lobbies, stairwells, handrails, posts, trees, fences, benches, street signs and parking meters are not legal parking spaces for bicycles.
- 2. Bicycles found illegally parked or secured to anything other than a bicycle rack will be subject to fine/removal/immobilization.
- 3. To gain release of bicycles immobilized/impounded, the bicycle must be registered and pay a fee of \$20 to cover the fine of impoundment. An additional \$3 for registration/license plate and a storage fee of \$2 weekly will be applied where applicable. Contact the Parking Services office located in on the ground floor, Diboll complex.
- 4. Bicycles shall be registered with the Parking Services office by presenting:
 - a. The bicycle
 - b. A bill of sale with serial numbers.

Abandoned Bicycles

- A. Bicycles parked on campus more than 24 hours after the close of residence halls will be

considered abandoned and removed from bicycle racks.

B. Abandoned bicycles will be inventoried and stored for a period not to exceed thirty (30) days. All unclaimed, abandoned bicycles will be disposed of according to state law.

C. A storage fee of \$2.00 per week will be assessed the owners of bicycles declared abandoned.

Disposition of unclaimed bicycles

All unclaimed, unidentified, or abandoned bicycles in the possession or custody of Tulane police department shall be held for a period of not less than 30 days.

Schedule and Payment of Fines/Fees

A. Failing to display a valid license plate \$5.00. Registration is provided at no cost to the owner for a limited time

B. Failing to yield right of-way \$15.00

C. Failing to stop at stop sign, crosswalk, \$25.00

D. Speeding \$25.00

E. All other violations: \$20.00

F. Individuals receiving bicycle violations will have ten (10) working days to pay at the Bursar's office or the Parking Services office. After ten (10) working days, unpaid violations will be referred to Accounts Receivable or the Payroll Office for collection.

Contact Tulane University Police (504) 865-5381 or Tulane Parking Services office (504) 865-5424

SECTION V

The University Senate Committee of Physical Facilities is responsible for advising the Senior Vice-President of Operations and the Chief Financial Officer regarding the promulgation and/or revision of the Rules and Regulations contained herein.

Updated: August 30, 2017