

LAMAR UNIVERSITY
MANUAL OF ADMINISTRATIVE POLICIES AND PROCEDURES**SECTION: Campus Operations****MAPP 02.05.01 (FO)****AREA: Parking and Transportation****Parking and Traffic Regulations: Process****I. POLICY**

- A. Lamar University (LU) facilitates the safe and orderly conduct of University business by establishing regulations that provide access to and structure for campus parking and traffic. The University publishes these regulations so that campus personnel, students, vendors, visitors, and other stakeholders may know and follow the requirements for campus parking and traffic.

II. PURPOSE AND SCOPE

- A. This policy describes the process through which the University establishes, updates, approves, and publishes regulations for campus parking and traffic.
- B. This process results in the University's official Parking and Traffic Regulations ("Parking Regulations"), published on the LU website. If a conflict exists between this MAPP and LU's official Parking Regulations, the Parking Regulations take precedence.
- C. This policy falls under the authority of the Texas Education Code, Title 3, Chapter 51, Subchapter E, which authorizes state institutions of higher education to "promulgate rules and regulations for the safety and welfare of students, employees, and property" by, in part, "providing for the operation and parking of vehicles on the grounds, streets, drives, alleys, and any other institutional property under its control" (§ 51.202).

III. DEFINITIONS

- A. Terms related to campus parking and traffic are defined in the University's Parking Regulations, published on the LU website.

IV. AUTHORITY, ROLES, AND RESPONSIBILITIES

- A. **Lamar University Police Department (LUPD).** The LUPD is authorized to issue citations for violations of campus parking and traffic regulations, maintain orderly transportation on campus, and assist motorists with vehicle problems on campus.

- B. **Parking Advisory Committee (PAC).** Committee comprised of LU students, faculty, and staff who review and provide feedback on all activities of the Parking Office. Additionally, this group serves as the appeals committee for parking and traffic citations. The Chief Operations Officer (COO) or designee appoints members to the committee.
- C. **Parking Office.** Reporting to the Office of Campus Operations, Division of Finance and Operations, the Parking Office is responsible for customer service, event parking, distribution of parking permits, and parking/traffic citation management. Located on the LU campus, the Parking Office also provides information and services to the campus community through the LU Parking website.

V. REVIEW AND APPROVAL OF REGULATIONS

- A. Parking and traffic regulations are reviewed and approved by the PAC, the Executive Director of Campus Operations, and the COO. The Executive Director and COO may appoint a designee to serve in their place during this process. The Executive Director's designee must be approved by the COO.
- B. Each year, the PAC reviews parking and traffic regulations. If the PAC decides that no revisions are needed, the regulations may remain as is.
- C. If the PAC revises the regulations, the revision is submitted to the Executive Director of Campus Operations, who approves the regulations or requests further changes.
- D. Once approved, the Executive Director sends the revised regulations to the COO, who approves or requests additional changes.
- E. Once the COO has approved the revised regulations, the regulations are published and go into effect.
- F. LU reserves the right to change any or all parts of the regulations, as necessary, during the current academic year. The Parking Office expects all users of campus parking to remain aware of current regulations, including changes to regulations.

VI. PUBLICATION AND AWARENESS OF REGULATIONS

- A. LU's Parking Regulations are published on the University website. No passwords or codes are needed to access the regulations, which are freely available to all website users.
- B. To inform students, faculty, and staff of the regulations, the Parking Office distributes a campus Building and Parking Map with each parking permit purchased. Each map includes the statement: Find parking regulations and shuttle routes at lamar.edu/parking. Additionally, information regarding parking permit availability, regulations, and other parking or traffic matters is disseminated via the University's communication channels.

- C. Receipt of a parking permit is evidence that a student, faculty member, or staff member has received the campus Building and Parking Map with directions to the published online Parking Regulations. In addition, when purchasing permits online, students, faculty, and staff must agree to abide by the Parking Regulations.

VII. REFERENCES

Texas Education Code, Title 3, Chapter 51, Subchapter E

Parking and Traffic Regulations, Lamar University

VIII. REVIEW AND RESPONSIBILITY

Responsible Party: Chief Operations Officer

Review Schedule: Every three years on or before September 1

IX. APPROVAL

Dr. Robert H. Wagner	04/27/2022
Chief Operations Officer	Date

Dr. Jaime R. Taylor	04/27/2022
President	Date

REVISION LOG

Revision Number	Date	Description of Changes
1	04/21/2022	Initial version created.
	04/27/2022	Version approved by President.