Parking on Campus

All students, faculty, staff, and visitors are obligated to adhere to the College’s rules and regulations at all times. Safety and parking enforcement are the purview of Security under the supervision of the Manager of College Operations and Public Safety.

Parking is available in the primary lots along the perimeter of the campus, as indicated in the maps shown below and on the subsequent page.
The responsibility for finding a legal parking space rests with the motor vehicle operator. Lack of space is not a valid reason for violating Fletcher Technical Community College regulations. A citation is the enforcement action which may be taken on illegally parked vehicles.

Students may park anywhere in the designated student parking areas except those areas designated as handicapped, visitor parking, or faculty and staff parking. Note: in Schriever, only faculty and staff are allowed to park in the circle on the west side of the building.

Faculty and staff can park anywhere in the designated area except where restricted by signage.

Handicapped parking is reserved for those individuals with a valid handicap license plate or placard and handicapped drivers’ license or Louisiana DMV verification.

Parking is not allowed near or next to any fire hydrants.

Parking is not allowed on grass or walkways (this includes motorcycles). Also note that motorcycles must follow the same parking guidelines.
**Parking Permits**

All vehicles parked on campus must be registered with the College. The registration form is available at [http://www.fletcher.edu/vehicle-registration/](http://www.fletcher.edu/vehicle-registration/). After completing the form online, the driver of the vehicle must present a valid Fletcher Technical Community College ID along with the valid vehicle registration form at the cashier window in Schriever **between the hours of 8:00 a.m. and 4:00 p.m., Monday through Friday** to pick up the permit. Permits must be displayed on your vehicle at all times while parked on campus. Failure to display a permit will not absolve the vehicle owner and/or operator from fines incurred from parking without the display of a permit. Cross enrolled students from Nicholls will be allowed to use their Nicholls parking tag in lieu of a Fletcher tag, but MUST register the vehicle with Fletcher and provide the Nicholls parking tag at the cashier window in Schriever.

Note that cars bearing student permits parked in designated faculty/staff parking areas will be ticketed and/or towed.

Registrations must take place annually, for the period August 1 through July 31 of each year. A new application must be made each year. Light trucks, cars, and motorcycles may all be parked on campus. If you own more than one vehicle and interchange vehicles, you must also register your alternate vehicle. If you are using another vehicle on a temporary basis, you will need to apply for a temporary permit with the Business Office. Permits must be visible and hung from the rearview mirror with the logo and number facing outward to be visible through the front windshield.

**Vehicle Registration Procedures – Students**

Verification of student status is required at the time of application for parking privileges. Falsification or misleading information on the vehicle registration application may lead to the loss of parking and driving privileges on Fletcher Technical Community College property. Students will complete the application at [http://www.fletcher.edu/vehicle-registration/](http://www.fletcher.edu/vehicle-registration/), and pick up their permit from the Cashier window at the Business Office; be prepared to show the vehicle registration along with your Fletcher I.D. when you pick up your permit. If you have a temporary or permanent disability or medical condition that necessitates the use of an authentic handicapped tag or license plate, you must present the legal disability ID at the Cashier window of the Business Office.

Those persons with temporary disabilities may apply for temporary permits which authorizes parking in those parking areas designated for persons with disabilities. A licensed physician or practitioner’s note must accompany the request for the temporary permit.

There is a $30.00 annual fee for registering a vehicle to obtain a parking permit, the charge is automatically added to your student account each fall and is payable in the Business Office. If a student begins in the spring or summer sessions, the $30.00 annual charge will be applied and added to your student account then. Lost or missing permits should be replaced immediately through the Cashiers’ office of the Business Office. Replacement permits are $10.00.

**Vehicle Registration Procedures — Faculty/Staff**

Fletcher Technical Community College Faculty/Staff parking hangers will be issued to faculty, staff, and contract employees. Employees will pick up their parking hanger from the Property and Compliance Coordinator in the Business Office.
Restricted Parking Areas

A limited number of parking spaces on campus are reserved for express purposes, such as areas marked as fire lanes, loading/delivery zones, veteran designated and handicapped access along with other marked spaces. Parking in any of these restricted areas at any time without authorization will result in a citation and/or immediate towing at owners expense. Other areas on campus are restricted to visitor parking or faculty/staff-only parking, as indicated.

Security

While all parking lots are lighted and patrolled by a security officer, the following are suggestions to keep you and your property as safe as is reasonably possible:

• Make sure your vehicle is secured at all times; doors should be locked, windows closed, and alarm activated if available
• Your vehicle must be registered with the Business Office
• If you are going to your vehicle late at night, do not walk alone; walk with friends or call the Security Office at 985-448-7953 (Shreve), 985-448-5937 (Thibodaux) for a walking escort.

No Liability

Fletcher Technical Community College provides space for parking. The College is not responsible for loss of, or damage to, vehicles or their contents.

Falsifying Information

Anyone who obtains a parking permit by providing falsified information, including the attempt to obtain a permit for someone else under false premises, will have parking privileges revoked and may face disciplinary action.

Adherence to Applicable Policies and Laws

Parking a motor vehicle on the campus is a privilege that is granted to students, faculty, staff, and guests on an individual basis. Fletcher Technical Community College Parking Policy requires that all vehicles operated on the Fletcher Technical Community College property observe ALL LAWS of the Louisiana Vehicle Code, Terrebonne and Lafourche Parish Local Code, and Fletcher Technical Community College Parking Policy. Permission to drive or park a vehicle on campus may be revoked by Fletcher Technical Community College at any time.

Visitor and Event Parking

Visitors and guests who do not have a visitor permit issued by their host should obtain a Visitor Permit by contacting the Business Office at (985) 448-7905. Visitor permits are issued to contractors, persons on official business, and visitors. There is no fee for visitor parking at Fletcher Technical Community College. All parking is subject to applicable regulations.

Event parking may be made available to any department hosting a major campus event. Arrangements must be made with the Events Scheduler and Manager of College Operations and Public Safety in advance of the scheduled event. The Manager of College Operations and Public Safety may at times during the year suspend,
change or revise the normal operating parking regulations to meet the needs of the College community and its operating functions. Changes are made for certain events, including, VIP visits, and admissions open houses. During such events, the College community will be notified of any parking changes.

**Violations**

The registered owner of the vehicle will be held responsible for violation of Fletcher Technical Community College regulations. It is the responsibility of each vehicle operator to park legally on campus. The lack of available parking will not be considered a valid excuse for violation of any parking regulation. It is the sole responsibility of the owner/operator of any vehicle to be completely familiar with all parking regulations. Any vehicle parked in an area that compromises public safety will be ticketed and/or towed immediately at the operator’s expense. Failure to park within a designated parking space, within the lines, is a violation.

Motorcycles may only be operated on roadways and in parking lots. Driving and parking is specifically prohibited on pedestrian paths and sidewalks, landscaped areas, construction areas, and in any other area that would constitute a safety hazard or interfere with the use of or access to College facilities.

No person may abandon, wreck, dismantle, repair, service, or render any motor vehicle inoperable on Fletcher Technical Community College property. Abandoned inoperable vehicles may be cited, booted and/or towed. Removal or tampering with any barrier, gates, fence, post, cone, sign, or other item placed for control of traffic or parking is prohibited and is considered vandalism.

Reckless driving is a serious offense; violators will be fined. Students will be written up and referred to the Fletcher Technical Community College Board of Review. A second reckless driving violation will result in the automatic loss of driving and parking privileges for the duration of the student’s Fletcher Technical Community College enrollment.

The Manager of College Operations and Public Safety may establish and enforce temporary parking restrictions deemed necessary for the safety and convenience of the Fletcher Technical Community College community. Persons who operate a vehicle on Fletcher Technical Community College property are responsible for knowing and complying with these regulations.

**Fines**

<table>
<thead>
<tr>
<th>Offense</th>
<th>Fine</th>
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<tbody>
<tr>
<td>Failure to display parking permit</td>
<td>$20</td>
</tr>
<tr>
<td>Unregistered vehicle</td>
<td>$20</td>
</tr>
<tr>
<td>Student vehicle in faculty/staff area</td>
<td>$15</td>
</tr>
<tr>
<td>Parked in roadway</td>
<td>$10</td>
</tr>
<tr>
<td>Parked in a reserved space</td>
<td>$10</td>
</tr>
<tr>
<td>Blocking other vehicles</td>
<td>$10</td>
</tr>
<tr>
<td>Parked in two spaces</td>
<td>$10</td>
</tr>
<tr>
<td>Parked on sidewalk or lawn</td>
<td>$10</td>
</tr>
<tr>
<td>Parked on handicapped space without handicap permit</td>
<td>$50</td>
</tr>
<tr>
<td>Parked in a fire zone</td>
<td>$25</td>
</tr>
<tr>
<td>Parked in a “no parking” zone</td>
<td>$25</td>
</tr>
<tr>
<td>Failure to obey an officer</td>
<td>$20</td>
</tr>
<tr>
<td>Parked in visitor area</td>
<td>$25</td>
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</tbody>
</table>
Parking citations are administered by security, and fines are payable to the College. Fines may be paid at the Cashers’ window of the Business Office in Schriever (cash or money order) or mailed (money order only) to the attention of the Business Office, 1407 Hwy 311, Schriever, LA  70395. Unpaid fines may be subject to late payment charges and/or a hold on the vehicle registration with the DMV. A hold will be placed on the account and may result in refusal to administer final exams until the fines are paid.

**Appeals**

All appeals will be conducted through the Cashier’s office at Schriever, and must be filed within ten (10) days of the issue date of the ticket. A host department may appeal a citation issued to a visitor. Only appeals for legitimate discrepancies concerning the current parking policy will be considered. Appeals will NOT be granted for the following reasons:

- No available parking space
- Financial hardship
- Unread or misunderstood signs
- Ignorance of regulations
- Parked illegally for a short time
- Inconvenience of assigned parking area
- Lost ticket/never received ticket/error in the description of the car

**Suspension of Parking Privileges**

If any individual receives six (6) citations during the course of an academic year, on-campus parking privileges will be suspended. The number of citations includes paid and unpaid violations.

Students are expected to comply with the spirit of this policy.