



DEPARTMENT NAME ADMINISTRATION	POLICY NUMBER ADM26
POLICY NAME EMPLOYEE/SITTER PARKING, EMPLOYEE/SITTER DROP-OFF/PICK-UP LOCATIONS AND TRAFFIC REGULATIONS	WRITTEN BY KEVIN FUHRMAN, COO REVISED BY KEVIN FUHRMAN
DATE 7/3/12, REVISED 8/26/16, 5/30/19,4/22/20, 11/11/20	APPROVED BY JIM FRANTZ 07/15/12, 9/15/16, 08/26/19, 5/5/20, 11/11/20

PURPOSE: It is the policy of THE OAKS of LOUISIANA to provide designated parking areas for employees/sitters, policies regarding employee/sitter drop-off/pick-up locations and traffic regulations for the campus.

PROCEDURE:

1. **PREFACE:** All employees/sitters must comply with all State of Louisiana, Department of Motor Vehicle and The Oaks of Louisiana rules and regulations. The Oaks assumes no responsibility for the care or protection of any vehicle or its contents at any time.
2. **PARKING PERMITS:** All Oaks of Louisiana employees must obtain an orange parking decal and sitters must obtain a white parking pass by completing and submitting the Parking Permit Worksheet (please see attached) to the Campus Human Resources Coordinator. A copy of the Worksheet must be given to the Live Oak Administrative Assistant to enter the employee into the license plate reader (LPR) system. All employees are to enter the front gate in the right lane for the purpose of the LPR after registration is complete. All sitters are to enter the front gate in the left lane and stop for Security.
3. **DECAL/PASS DISPLAY:** The official Oaks of Louisiana parking decal must be placed above the state inspection sticker on the left side of the windshield. Motorcycles should affix the decal to the handlebar. All permits should be placed on the driver's side dashboard.



4. **PARKING ZONES:** The Oaks has designated parking areas for residents, employees, caregivers, vendor service vehicles, visitors, and handicapped.

The following codes apply:

Blue	Handicapped
Red	Fire Lane
Yellow	Other restricted areas

5. **EMPLOYEE/SITTER DROP-OFF/PICK-UP LOCATIONS**

- Employees/Sitters who are dropped off or picked up to/from work must utilize the Back Dock areas of all buildings for this purpose. The front entrance areas of all buildings are highly trafficked areas and must remain clear for residents and guests.

6. **VEHICLE PARKING REGULATIONS:**

- Parking spaces are first-come, first-serve; there are no reserved spaces. Employee/Sitter parking areas are highlighted in green on the attached campus map.
- The Oaks reserves the right to request that vehicles be moved to an alternate parking space at any time.
- All vehicles must be parked within the confines of marked parking spaces. Parking is prohibited in any area not specifically designated for parking purposes.
- Vehicles will not be parked or placed facing the flow of oncoming traffic.
- Parking is prohibited at any area where traffic cones or barricades have been placed.
- Double parking is prohibited.
- Overnight parking is restricted to residents, employees and approved visitors.
- Any yellow marked space indicates a prohibited parking space. Emergency flashers should be on to designate temporary loading or unloading of vehicles.
- Parking for handicapped is marked in blue. Only vehicles with handicapped license plates or decals are authorized to park in handicapped areas.
- Areas marked in red may never be blocked.

7. **No backing into HC parking slots; vehicle exhaust draws into HVAC units.**



8. MOVING VEHICLE VIOLATIONS:

- The maximum speed limit on The Oaks streets is 15 MPH unless otherwise posted. Parking lots speed limit is 5 MPH.
- Traffic control signs, crosswalks and directions of security officers must be obeyed at all times.
- Operating a motor vehicle in an area other than a street, roadway or parking lot intended for vehicle use is prohibited.
- All accidents must be reported immediately to The Oaks Security at 212-2101.
- U-turns are prohibited on all streets.

9. VIOLATIONS

Violations (Not all inclusive):

- Failure to register a vehicle.
- Parking in a restricted area.
- No display of decal
- Making a U-turn
- Parking facing flow of traffic.
- Vehicle not parked within the confines of a designated parking space.
- Improper display of decal.
- Speeding.
- Failure to observe traffic control signs.

Parking violations in areas listed below will not receive a courtesy warning.

- Handicap zone
- Loading zone
- Fire lane
- Sidewalk or lawn
- Street
- Parking in special areas that are reserved by cones or signs.

10. FINES, FEES, AND INSTRUCTIONS FOR PAYING YOUR TICKET

FINES

- First Violation* – Warning
- Second Violation* -\$10.00 fine
- Third Violation* -\$25.00 fine
- Fourth Violation* -\$50.00 fine plus suspended campus driving privileges until all fines are paid.

*If previous violations are of more than a year ago.

After a fourth violation, Management will meet with offender on an individual basis.



Payment by Mail:

- Pay fine by check, money order; *or cash*
- Make check payable to The Oaks of Louisiana.
- All payments should be mailed to Billing Department, 600 East Fournoy Lucas Rd. Shreveport, LA 71115.

In Person Payments:

- You may pay at the Billing Office located in the Health Center at Live Oak.
- Phone number (318) 212-2133

Appeal of Your Ticket:

- If you wish to appeal your ticket you must call (318) 212-2133 within 10 days of date of issuance to schedule an appointment with *both* a member of Administration and the Security Manager.

Late Payment & Penalties:

- All fines and fees must be paid within 14 days. Payment is considered late if paid or postmarked more than 14 days following date of issuance. There will be additional fines totaling \$10.00 per/week beginning on the 15th day through day 30. If the debt is not settled by day 30, campus driving privileges will be suspended.

Fines/fees without payment are as follows:

- On day 15 post-issuance add \$10.00
- On day 22 post-issuance add another \$10.00
- On day 29 post-issuance add an additional \$10.00
- Following day 30 post-issuance without payment, subject must meet with Administration and Security Supervisor for full payment and possible reinstatement of campus driving privileges.

Failure to Pay Fine or Appeal:

- Failure to pay your fine or appeal the ticket will result in late fees as *noted above*, plus possible vehicle *immobilization*, and/or loss of campus driving privileges.
 - Immobilization = a boot placed on your wheel.
 - Boot removal = \$25.00 plus any additional late fees.

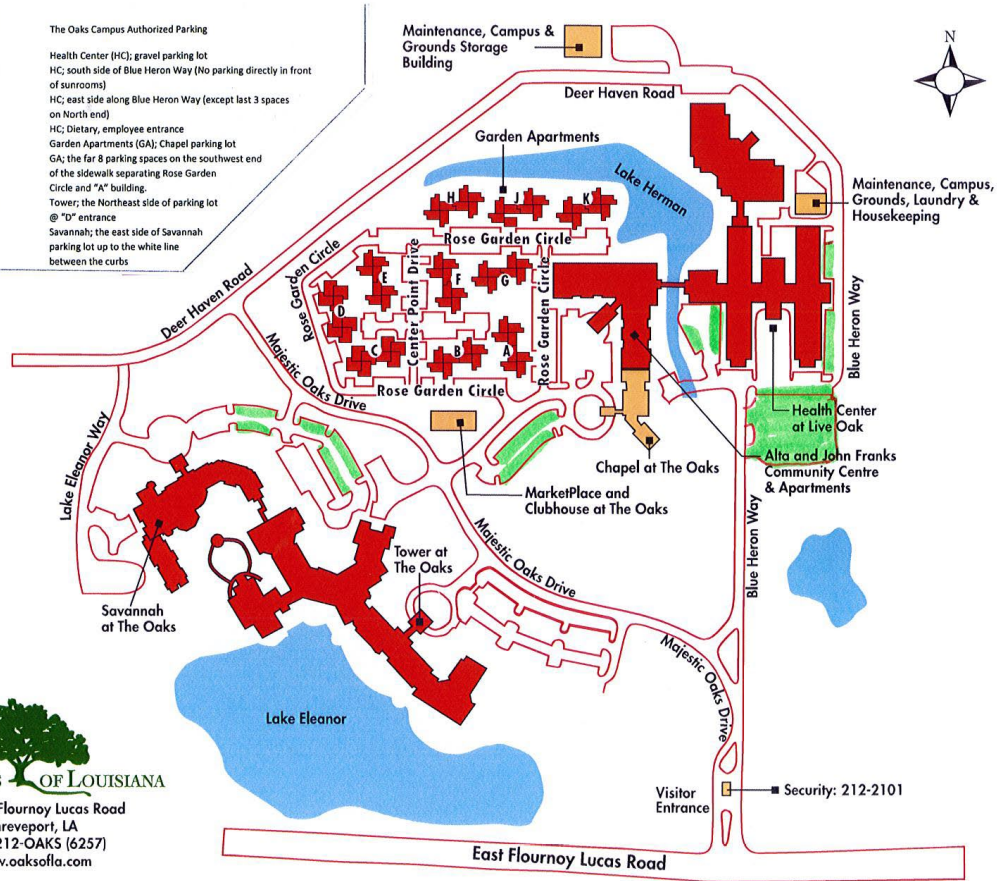
Please note that any changes made to this policy must be sent to the Marketing Dept. for updating the Oaks website and staff must update the Ticketrack portal as well.

THE OAKS OF LOUISIANA

Willis-Knighton Health System

The Oaks Campus Authorized Parking

- Health Center (HC): gravel parking lot
- HC; south side of Blue Heron Way (No parking directly in front of sunrooms)
- HC; east side along Blue Heron Way (except last 3 spaces on North end)
- HC; Dietary, employee entrance
- Garden Apartments (GA); Chapel parking lot
- GA; the far 8 parking spaces on the southwest end of the sidewalk separating Rose Garden Circle and "A" building.
- Tower; the Northeast side of parking lot @ "D" entrance
- Savannah; the east side of Savannah parking lot up to the white line between the curbs




THE OAKS OF LOUISIANA
 600 East Flounoy Lucas Road
 Shreveport, LA
 (318) 212-OAKS (6257)
 www.oaksoflla.com



THE OAKS OF LOUISIANA
Parking Permit
Worksheet

Applicant's Name: _____
First Last

Applicant's Address: _____

Applicant's E-Mail Address: _____

Applicant's Phone Number: _____

Resident's Name: (same as above) or _____
First Last

Resident's Apartment #: Garden Apartments: Apt. # _____

Health Center: Room # _____ Savannah: Apt. # _____ Tower: Apt. # _____

Your relationship to The Oaks of Louisiana or Resident?
Resident Son Daughter Grandchild Sibling
Staff Sitter Other _____

Vehicle Information:

Make: _____ Model: _____
Chevrolet, Ford, Toyota Impala, Mustang, Tundra

Year: _____ Color: _____

License Plate Number: _____ State: _____

Office Use, please do not write below this line

XX

Vehicle pass issued: Yes / No If "no", reason _____

Pass Type: Family Resident Staff Log Entry #
(Blue) (Green) (Orange) Temporary Pass # & Expiration: _____

Decal Number _____ Issued by: _____ Date: _____

Entered into Excel by: _____ Vehicle has been registered: _____

Log Entry# Issued On / By _____ Expires _____