

2. In driveways and intersections
 3. On grass or lawns
 4. On roadway
 5. On sidewalks
 6. Within fifteen feet of a fire hydrant
 7. In an area marked as “No Parking”
 8. In an area marked as “VSCC Car”
 9. In a loading zone
- C. Students and employees must not park in “Visitor” parking spaces.
- D. Students must not park in “Staff” parking spaces unless after the hour of 5:00 p.m. on weekdays and all day on weekends.
- E. Parking regulations are enforced 7 days a week 24 hours a day.
**Exception: Saturday, Sunday, and after 5:00 p.m. weekdays, general parking will take effect with the exceptions of “no parking” and “ADA accessible” parking areas.
- F. "Accessible" parking is enforced 7 days a week 24 hours a day with a fine of \$200.00 (T.C.A. 55-21-108 Amendment Chapter 909 Bill No. SB2706). The fine for disabled/handicapped parking violations is established by State law and will increase as needed to remain in compliance with State law. Disabled or wheelchair-confined persons displaying the appropriate license plate, placard, etc. may park in staff parking when the accessible parking area is occupied.
- G. Only persons who have mobility impairments or visual impairments are authorized to park in areas designated as "accessible". Persons with mobility or visual impairments must report parking needs to the ADA Coordinator. Students, staff and visitors with disabilities desiring to park in marked accessible parking spaces must have a state issued parking license plate or tag. For individuals with temporary disabilities, a VSCC issued temporary tag will be issued upon receipt of appropriate medical documentation. The expiration of the temporary tag will be dependent upon the expected duration of the disabling condition as indicated in the documentation. A temporary tag will additionally be issued to individuals who have made application to the state and are awaiting a state tag. Individuals requesting a temporary tag will complete the request form, providing vehicle registration information. The form will be forwarded to Campus Police and a tag will be issued by the Office of Disability Services. Except as authorized by the chief of Campus Police, students and employees must not park a vehicle in areas designated as “no parking”, “loading zone”, and “VSCC car”.
- H. Parking will be only within the designated lines.
- I. Any unattended vehicles will be considered as parked.
- J. Motorcycles, motorbikes and bicycles will park in designated areas. Parking in walkways or on the grass is prohibited. Only motorcycles and motorbikes may park in motorcycle spaces.
- K. No bicycles are allowed inside campus buildings unless secured in an office. Bicycles should be secured when left unattended. Parking in walkways or on the grass is prohibited.
- L. All parallel-parked vehicles should be parked in the same direction as the flow of traffic.

Section II - Moving Vehicle Regulations

- A. Maximum speed on campus is 15 mph.
- B. All vehicles shall come to a complete halt at stop signs and crosswalks.
- C. Reckless driving (defined as the operation of a vehicle in a manner endangering life and/or property) is prohibited.
- D. Driving while under the influence of intoxicants or drugs is forbidden.
- E. Riding bicycles or other vehicles on the grass is prohibited. An exception is made for VSCC services vehicles including trucks, cars and gasoline powered utility vehicles.

Section III - Violations

- A. Failure to obey stop sign or traffic signal.
- B. Failure to yield to pedestrians at crosswalk.
- C. Operation of motor vehicle in violation of provisions of state motor vehicle license laws.
- D. Improper or no display of parking decal.
- E. Blocking access to trash dumpsters or recycle containers.
- F. Parking in such a way as to take up more than one designated parking space.
- G. Speeding (exceeding maximum speed limits).
- H. Failure to yield right-of-way.
- I. Operating or riding motorcycle without protective headgear.
- J. Failure to obey the lawful direction of an officer.
- K. Failure to yield to emergency vehicle.
- L. Failure to adhere to parking rules/regulations.

The following violations pertain to both students and non-students; and if arrested, he/she will be subject to booking at the Sumner County Jail and mandatory court appearance in the General Sessions Court of Sumner County, Gallatin, Tennessee.

Reckless Driving	TCA-55-10-205
Driving while intoxicated	TCA-55-10-401
Leaving the scene of an accident with injury	TCA-55-10-101
Leaving the scene of an accident with property damage	TCA-55-10-102
Racing or drag racing with motor vehicle	TCA-55-10-502
School bus passing (loading or unloading)	TCA-55-8-151
Operating a vehicle with a revoked or suspended license	TCA-55-50-504

In compliance with the Digest of Tennessee Motor Vehicle Laws, any offense listed in the digest may require mandatory court appearance where there are personal injury or property damages in excess of \$100.00 or where, in the opinion of the citing officer the incident was an aggravated offense.

Section IV – Citations

- A. Citations issued for violations are to be paid at the Business Office, Room 181, Ramer Administration Building. The violator's copy of the citation must be presented at time of payment. State citation fines will be paid at Sumner County General Sessions Court, Gallatin TN.
- B. Automobiles bearing a faded or obliterated decal will be issued one warning citation. Additional citations will result in appropriate penalties.
- C. After a third citation is received in any one academic semester, parking privileges may be immediately suspended along with other disciplinary action under the provisions of the student code of conduct in the Student Handbook and this parking policy.
- D. The following violations may cause immediate suspension of parking privileges or other disciplinary action:
 - 1. Operation of a vehicle in such a manner to show complete disregard for the rights and safety of other members of the College community;
 - 2. Or receipt of three or more parking violations in one academic semester.

Section V – Appeals

Student's wishing to appeal a student citation must present their request to the Student Traffic Appeals Committee. The Student Traffic Appeals Committee is a Student Government Association Committee charged to hear student traffic appeals. This committee consists of the Attorney General and at least two general members of the SGA as defined in the Student Government Association Constitution.

- A. The Student Traffic Appeals Committee shall hear all student citation appeals.
 - 1. There must be at least (3) members of the committee present in order to hear appeals.
 - 2. Hearings occur on an as needed basis. The appellant will be notified of hearing time and date two weeks prior to hearing.
 - 3. The student who wishes to appeal their ticket will come before the Student Traffic Appeals Committee and present testimony and related documents to support their appeal then answer any questions from the committee members.
 - 4. The committee will vote to uphold the ticket or grant an appeal. A majority of the committee members present must be in agreement to reach a decision.
 - 5. The decision must then be approved by the Vice President for Student Services or the Senior Director of Plant Operations.
 - 6. Appellants will be notified of the committee's decision both verbally and in written form.
 - 7. All faculty/staff appeals will be filed with the Campus Police department. The Senior Director of Plant Operations decides whether or not the ticket is upheld.
- B. When the committee is not available to meet, the Vice President for Students Services shall serve as the appellate authority. Students shall be notified by letter

of the Vice President's decision.

C. Procedure for Appeals:

1. Failure to file a traffic appeal within two weeks from the date of the citation voids the right to an appeal before the Student Traffic Appeals Committee, Senior Director of Plant Operations, or Vice President for Student Services.
2. An official traffic appeal form must be secured from the Office of the Vice President for Student Services, Room 217, Wood Campus Center or from the Student Government Association Office in the Wood Campus Center.
3. The student must complete the top portion of the appeal legibly and submit any evidence i.e.; doctors note, proof of tag etc. at the same time the appeal is submitted. The Traffic Appeals Committee reserves the right to request additional information before a decision is rendered. The completed form must be submitted to Student Services.
4. Hearings occur on an as needed basis. The appellant will be notified of hearing time and date two week prior to hearing. Meetings will be held in the SGA office located in the Wood Campus Center.
5. Students may appeal to the committee in person or submit their statement in writing.
6. The Traffic Appeals Committee must reach a final decision no later than fifteen days after a student's case is heard.
7. After the Traffic Appeals Committee renders a decision in writing, the entire appeals form will be taken to the Office of the Vice President for Student Services by the committee's chairperson.
8. A current file of all decisions by the Traffic Appeals Committee will be maintained by the recorder and kept in the SGA office.
9. When an appeal has been denied, the prevailing traffic fine must be paid to the Business Office, no later than ten days after notification of decision.
10. The Chief of Campus Police or designee is available for all appeal hearings for legal clarification purposes.

Section VI – Penalties

Penalties in the form of fines for all violations shall be as indicated.

- A. Each citation for a violation of traffic and parking regulations carries a fine.
- B. After the third citation is received in one semester the vehicle may be towed from campus, parking and driving privileges suspended on campus, and disciplinary action taken.
- C. A \$200.00 (T.C.A. 55-21-108 Amendment Chapter 909 Bill No. SB2706) will be assessed for illegal parking in “accessible” parking areas. The fine for disabled/handicapped parking violations is established by State law and will increase as needed to remain in compliance with State law.

- D. Penalties of non-payment: Registration for subsequent semester will be withheld until all fines are paid. Transcripts will not be released to other institutions until all fines are paid.

Section VII - Towing and Impoundment

- A. Volunteer State Community College reserves the right to remove by towing and impounding any vehicle that is parked in such a way to constitute a serious hazard, impede vehicular or pedestrian traffic movement, hinder the operation of emergency equipment, hinder the making of essential repairs or services or parked in violation of restricted areas. The College will not be responsible for any costs or charges incurred for towing, the removal, impounding or storage of towed vehicles.
- B. Violations, which may result in towing of vehicles, include the following:
1. Unauthorized vehicles parked in spaces designated “accessible”.
 2. Parking in no parking or restricted areas.
 3. A car parked in such a manner as to block a driveway or roadway, block a service entrance, create a hazard to the safety of the public, or impede construction and/or maintenance requirements will be towed.
 4. With the receipt of three (3) or more citations on a vehicle during an academic semester, vehicle can be towed. When a vehicle has been towed under this section, the vehicle will not be allowed on campus until payment is made for all outstanding tickets and charges.
 5. If a vehicle displays a counterfeit, altered, transferred or otherwise fraudulent parking decal, or a decal obtained by an applicant giving false information on the application, the vehicle can be towed.
 6. Operation of any vehicle used as an instrument in a crime or suspected of being stolen.
 7. Operation of a vehicle by a person under the influence of intoxicants or drugs.
 8. Abandoned Vehicle – Any motor vehicle left unattended longer than five business days without notifying Campus Police, will be considered abandoned. All efforts will be made by Campus Police to notify the owner.

Section VIII – Decals/Motor Vehicle Registration

- A. All VSCC employees, students and foundation trustees will display a VSCC parking decal. Failure to display this decal will result in a citation and fine.
- B. Students can register and obtain a decal at the following locations:
1. Ramer Building, Business Office Rm. 181 from 8-4:30 pm Monday through Friday.
 2. Wood Campus Center, Student Services Rm. 217 from 8 am – 8

- pm.
3. Wood Campus Center, Campus Police Office Rm. 105 from 7 am – 10 pm.
 4. Off-Campus Sites – McGavock High School, Hunters Lane High School, Wilson Central High School, and VSCC Livingston Center.
 5. There is no fee for the student decal. Each student must present his/her Student ID number to obtain decal.
- C. Campus Access Fee – A campus access fee is charged each semester to all students.
 - D. Each full time employee must pay the campus access fee annually through payroll deduction unless otherwise specified.
 - E. Persons are expected to read and familiarize themselves with VSCC Traffic and Parking Regulations. Ignorance of the regulations is no defense for a violation.
 - F. Part-time employees and adjunct faculty must come to the Business Office to pay the campus access fee and receive a decal.
 - G. A student worker is eligible to obtain a staff parking decal provided the student is enrolled in only one class. In that case, the student worker would be considered predominately on campus for employment purposes. If the student worker is enrolled in more than one class, the student worker would be considered predominately on campus for educational purposes and would not be eligible for a staff decal (unless they are a full-time employee).
 - H. Failure to pay parking violations within 30 days of the receipt of such violation will be subject to sanctions set forth in TBR Guideline B-010.
 - I. Current VSCC employee parking permits are issued by the Business Office, Ramer Building Rm. 181.
 - J. Special guest parking permits are issued by Campus Police, Room 105, Wood Campus Center.
 - K. A current VSCC parking decal is properly displayed when it is on the exterior rear window on the driver's side. Motorcycle operators must obtain a decal but are not required to display it.
 - L. A VSCC parking decal is valid for one year beginning each August.
 - M. Guest parking permits are valid only when dated and signed by the Chief of Campus Police or his designee and must be properly displayed on any non-registered vehicle, which is parked on campus. A guest-parking permit is properly displayed when it is face-up on the dashboard of the parked car or when hung from the rearview mirror.
 - N. It is the responsibility of students and employees to notify Campus Police if any vehicles will be left overnight.
 - O. It is the responsibility of students and employees to notify Campus Police when using a rental car without parking decal, etc. These individuals may obtain a day pass from the Campus Police Office, Wood Campus Center Rm. 105.
 - P. Persons operating a vehicle on campus are responsible for compliance with all state, county and city ordinances relating to ownership registration and operation of motor vehicles.

- Q. Lost or stolen decals must be reported immediately to Campus Police.
- R. Misrepresentation
 - 1. Any person who obtains a decal through misrepresentation will be subject to disciplinary action.
 - a. No person shall obtain a decal for anyone other than himself or herself to park in employee or designated restricted parking spaces.
 - b. Any person who materially misrepresents adjustment of a traffic citation will be subject to disciplinary action.
- S. The following 12-campus organization officers will receive faculty/staff decals from Student Services entitling them to faculty/staff parking privileges during their tenure in the position specified below:
 - 1. SGA President
 - 2. SGA Vice President
 - 3. SGA Secretary
 - 4. ACE President
 - 5. ACE Vice President
 - 6. Settler Editor
 - 7. 2 Assistant Settler Editors
 - 8. Settler Distribution Editor
 - 9. Pioneer Editor
 - 10. 2 Assistant Pioneer Editors
- T. All work study personnel and employees utilizing the loading zone space to conduct college business (i.e. delivering computers, boxes, packages, etc.) will display a visitor pass, which can be obtained from the Campus Police Department.
- U. The Campus Police Department will recognize all university and colleges' current parking decals that hold class on Volunteer State Community College Campuses.

VSCC Source: January 12, 2009, President's Cabinet; January 20, 2009, President's Cabinet