Volunteer State Community College  
Policy and Procedure

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<td>Supersedes Policy No.:</td>
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<td>Reference:</td>
<td>Revised Dated: 08/17/2005</td>
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<td>Subject:  Traffic and Parking Regulations</td>
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Approved:

**Purpose/Policy**

The purpose of this policy is to establish uniform procedures for facilitating the safe and expedient flow of traffic and the prevention of accidents to assist in the education of vehicle operators and pedestrians to respect traffic laws and safety regulations in effect on the Volunteer State Community College campus. The entry, operation and control of motor vehicles on college property are authorized by this policy and directed by the President and the Vice-President of Business and Finance at Volunteer State Community College, and they may exercise such control as deemed necessary. The Chief of Campus Police is responsible for the enforcement of this policy, the Tennessee Motor Vehicle Laws and related city ordinances.

**General**

A. College responsibility: Volunteer State Community College parking areas are restricted for use by its faculty, staff, students, guests and community events approved by the college. Volunteer State Community College assumes no responsibility for the care or protection of any vehicle or vehicle contents while parked or driven on College property. In addition, the College assumes no responsibility for the care and protection of any vehicle or content during its removal or subsequent storage for violation of College traffic and parking regulations.

B. Definition of terms (the following definitions apply to the traffic and parking regulations).

1. Student - an individual registered at an on or off campus College site part-time or full-time.
2. Faculty/staff - an individual employed by the College on a full or part-time basis and whose assignments by the College require their presence on campus.
3. Visitor - any individual other than (a) a student (b) a faculty-staff member.
4. Maintenance, service and convenience vehicles: College-owned vehicles utilized by the Maintenance Department and appropriate College employees for official duties. This also includes vehicles by non-college firms under contract for services to the College and utilized for official, contract-related business.
5. Student Worker – an individual that is both a student and an employee of the college.

C. Any violation of these regulations is subject to appropriate disciplinary action.
D. Motorists may obtain assistance or information from any Campus Police Officer or they may call the Campus Police Office at 230-3595 or 230-3596.

All traffic accidents, which occur on campus and involve injury to persons or damage to equipment, property or vehicles, must be reported to one of the following offices:

1. Campus Police Department, Wood Campus Center
2. Vice-President for Student Services, Room 210, Wood Campus Center

Section I - Parking Regulations

A. The inability to locate a legal parking space on campus does not justify improper parking unless approved by the Chief of Campus Police.
B. Improper parking includes but is not limited to; parking
   1. Along painted curbs
   2. In driveways and intersections
   3. On grass or lawns
   4. On roadway
   5. Sidewalks
   6. Straddled on a painted line
   7. Too far from curb
   8. Which obstructs traffic such as in double parking
   9. In a Fire Lane
   10. Within fifteen feet of a fire hydrant
C. Students or employees must not park in a “Visitor” parking space.
D. Parking regulations are enforced from 6:00 am to 5:00 pm five days a week. **Exception: Saturday and Sunday anyone may park in staff parking.
E. "Disabled" parking is enforced 7 days a week 24 hours a day with a fine of $100.00 (T.C.A. 55-21-108). Disabled or wheelchair-confined persons displaying the appropriate license plate, placard, etc. may park in staff parking when the disabled parking area is occupied.
F. 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".

G. Only persons who have mobility impairments or visual impairments are authorized to park in areas designated as "handicapped".

H. Persons with mobility or visual impairments must report parking needs to the College Nurse or ADA Coordinator.

I. Parking will be only within the designated lines.

J. Any unattended vehicles will be considered as parked.

K. 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.

L. Bicycles should be secured. Parking in walkways or on the grass is prohibited.

M. 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.

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 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 is 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.
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.
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

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 will be held on a monthly basis from 12 noon to 1:00 pm. The Chief of Campus Police or his designee will be present during the meeting.
   3. A majority of the committee members present must be in
agreement to reach a decision.

4. Appellants will be notified of the committee's decision both verbally and in written form.

5. All faculty/staff appeals will be filed with the Campus Police department and decided by the Assistant Vice-President of Business and Finance.

B. During those times when the committee does not 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 or Asst. V.P. of Business and Finance.

2. An official traffic appeal form must be secured from the Office of the Vice-President for Student Services, Room 210, 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 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. The Traffic Appeals Committee will meet at noon on the first Friday of each month. 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 to the Traffic Appeals Committee.

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 along with any other finished business 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.

Section VI – Penalties

Penalties in the form of fines for all violations shall be as indicated.
A. Each citation for violation of traffic and parking regulations carries a fine of $10.00.
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 $100.00 fine will be assessed for illegal parking in disabled parking areas.
D. Penalties of non-payment
   1. Registration for subsequent semester will be withheld until all fines are paid.
E. A student who receives three (3) or more citations (regardless of whether or not the citations have been paid) may be charged under the student code of conduct and appropriate disciplinary action taken.

Section VII - Tow-ins 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 handicapped.
   2. Parking in no parking or restricted areas (also see Article III sections 1, 2, 3, & 4).
   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 will be considered abandoned. All efforts will be made by Campus Police to notify the owner.

Section VIII – Decals/Motor Vehicle Registration

A. Effective September 1, 2004, all VSCC daytime/evening employees, students and foundation trustees will display a VSCC parking decal.  
   1. Failure to display this decal will result in a citation and fine of $10.00.

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. 210 from 4:30 – 8 pm.
   3. Off-Campus Sites – McGavock High School, Hunters Lane High School, Wilson Central High School, and VSCC Livingston Center.

There is no fee for the student decal. Each student must present his/her CWID number to obtain decal.

C. Campus Access Fee – A campus access fee of $2.00 per semester will be charged to all students and a $6.00 annual fee for all full time employees. A campus access fee is assessed in lieu of motor vehicle registration fee.

D. Each full time employee must pay the campus access fee, which entitles him or her to one decal. The campus access fee will be received 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 No B-010.

I. A current VSCC parking decal or a guest-parking permit must be properly displayed on any vehicle that is parked in a designated employee parking space.

J. Current VSCC employee parking permits are issued by the Business
Office, Ramer Building Rm. 181.

K. Special "guests" parking permits are issued by Campus Police, Room 115, Wood Campus Center.

L. A current VSCC parking decal is properly displayed when it is on the exterior rear window on the driver’s side; convertibles or jeeps may be issued hanging decals. Motorcycle operators must obtain a decal but are not required to display it.

M. The proper display of a current parking decal and not simply its purchase authorizes the parking of a vehicle in employee parking.

N. A VSCC parking decal is valid for one year beginning each August.

O. Guest permits - special "guest" parking permits are valid only when it has been dated and signed by the Chief of Campus Police.

P. A special "guest-parking permit" must be properly displayed on any non-registered vehicle, which is parked on campus.

Q. 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.

R. It is the responsibility of students and employees to notify Campus Police if any vehicles will be left overnight, when using a rental car without parking decal, etc.

S. 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.

T. Lost or stolen decals must be reported immediately to Campus Police.

U. 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.

V. The following 12-campus organization officers will receive faculty/staff decals from Student Services entitling them to faculty/staff parking privileges:
   1. SGA President
   2. SGA Vice President
   3. SGA Secretary
   4. ACE President
   5. ACE Vice President
   6. Settler Editor
   7. 2 Asst. Settler Editor’s
   8. Settler Distribution Editor
   9. Pioneer Editor
   10. 2 Asst. Pioneer Editors

W. All work study personnel and employees vehicles 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.

Section IX – Skate Boards, Roller Blades, Roller Skates and Bicycles

Skateboards, roller skates, roller blades, or similar wheeled devices are prohibited on campus for recreational purposes. Bicycles in traffic are like automobiles, a cyclist must obey traffic lights and stop signs, give hand signals and ride on the right side of the street. Failure to do so is violation of the law. Riders must wear a helmet while on campus. If riding at night, the bicycle must be equipped with front and rear lights. Bicycles may be secured in front of the Campus Police Department.

* E-Z Go procedures available upon request in the Campus Police Office.

VSCC, a Tennessee Board of Regents Institution, is an equal opportunity institution and does not discriminate on the basis of sex, religion, disability, race or national origin in any program or activity. 595.2.17