Purpose

The purpose of these traffic and parking regulations is to facilitate the orderly and efficient flow of traffic, to provide a safe atmosphere for both pedestrians and motor vehicle operators, and to provide order with regard to parking within limited space. The entry, operation and control of motor vehicles on college property are authorized by this policy. Enforcement of traffic and parking violations is for the purpose of controlling congestion, assuring that only authorized persons are using the facilities of Volunteer State Community College and controlling the proper utilization of parking spaces. Citations will be issued when, in the judgment of the officer, a specific vehicle is in violation of the College’s parking and traffic policies. 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. The Chief of Campus Police is responsible for the enforcement of this policy, Tennessee Motor Vehicle Laws and related city ordinances.

Volunteer State Community College parking areas are restricted for use by its faculty, staff, students and guests for 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 contents during its removal or subsequent storage for violation of College traffic and parking regulations. Any violation of these regulations by a VSCC student, faculty or staff is subject to appropriate disciplinary action. Additionally, all traffic accidents, which occur on campus and involve injury to persons or damage to equipment, property or vehicles, must be reported to the Campus Police Department.

Procedures

A. Decals/Motor Vehicle Registration
   1. 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.
   2. Student Vehicle Registration - Students can register a vehicle and obtain a decal at the following locations:
      • Wood Campus Center, Student Life, Rm. 215, 8:00am – 4:30pm.
      • Wood Campus Center, Student Services, Rm. 217, from 8 am – 8 pm Monday – Thursday, 8:00am – 5:30pm Friday.
      • Off-Campus Sites – McGavock High School, Wilson Central High School, Highland Crest, and VSCC Livingston Center.
   3. Each student must present a current Student ID to obtain a decal.
   4. Campus Access Fee – A campus access fee is charged each semester to all students as part of the tuition and fees and covers the cost of parking decals.
   5. Employee Vehicle Registration Current Full-Time Faculty and Staff - A campus access fee will be automatically deducted annually from all full-time employees’
September 30th paycheck. To request a decal, employees must complete the Parking Permit Application by going to https://volstate.edu/campuspolice/ParkingPermit_form.php. Current full-time employees will receive their decal(s) through campus mail. In order to avoid a delay in receiving your decal(s), please complete all required fields.

All Newly Hired Employees, Current Temporary Employees and Current Adjunct Faculty – All newly hired employees, current temporary employees and current adjunct faculty will request a decal by completing the Parking Permit Application at https://volstate.edu/campuspolice/ParkingPermit_form.php. Upon completing the application, print the confirmation/thank you page and present it to:

- Main campus – Business Office Cashier – Ramer Administration Building, Suite 181 between 8:00am and 4:30pm or Evening Services in Wood Campus Center, Suite 217 after 4:30pm to pay the campus access fee and to receive the parking decal(s).
- Satellite Campuses – Highland Crest/Springfield Site – Suite 114 between 8:00am and 7:00pm and VSCC Livingston – Suite 101A between 8:00am and 4:30pm to pay the campus access fee and to receive the parking decal(s).

6. Persons are expected to read and familiarize themselves with VSCC Traffic and Parking Regulations. Ignorance of the regulations is no defense for a violation.

7. The College has two (2) types of parking decals available: exterior and interior display. Vehicles with tinted glass are not permitted to use the interior decals. When placing parking decals on vehicles other than soft top jeeps and convertibles, the exterior decal is to be placed on the outside of the rear tinted window, bottom left corner on the driver’s side. When displaying an interior decal, it is to be placed on the interior bottom left corner of the driver’s side of the rear window. Soft top jeeps and convertibles may display either an exterior or an interior decal on the driver’s side lower corner of the front windshield.

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

9. Temporary parking permits must be displayed on any non-registered vehicle, which is parked on campus. It is the responsibility of students and employees to obtain a temporary decal when using an alternate vehicle without a parking decal, etc. These individuals may obtain a temporary permit from the Campus Police Department.

10. Vehicle owners/operators are responsible to notify Campus Police of any vehicle being left on campus overnight or for an extended period.

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

12. Misrepresentation – Any person who obtains a decal through misrepresentation will be subject to disciplinary action. No person shall obtain a decal for anyone other than himself or herself to park in employee or designated restricted parking spaces.

13. All visitors, vendors and contractors conducting college business on campus are required to obtain and display a temporary parking pass, which can be obtained from the Campus Police Department.

14. The Campus Police Department will recognize current parking decals from all universities and colleges that hold classes on Volunteer State Community College
The following ten (10) campus organization offices will receive faculty/staff decals entitling them to faculty/staff parking privileges during their tenure in the following positions: SGA President, SGA Vice President, SGA Secretary, SGA Attorney General, SGA Secretary of Treasury, ACE President, ACE Vice President, Settler Editor, Settler Distribution Editor, and Pioneer Editor.

Students participating in the Federal Work Study Program are not eligible for a staff decal.

**B. Parking Regulations**

The inability to locate a legal parking space in an approved parking area on campus does not justify improper parking unless approved by the Chief of Campus Police or designee.

Parking violations include but are not limited to:

- Parking along curbs
- Parking in driveways and intersections
- Parking on grass or lawns
- Parking in roadways
- Parking on sidewalks
- Parking across painted lines in such a way as to take up more than one designated parking space
- Parking which obstructs traffic as in double parking
- Parking in a fire lane
- Parking within fifteen (15) feet of a fire hydrant
- Improper or no display of parking decal
- Blocking access to trash dumpsters or recycle containers
- Use of college parking facilities for purposes other than its designated use

1. Students and employees will not park in “Visitor” parking spaces during regular business hours. *Parking is allowed in “visitor” and “staff” after 5:00 pm Monday through Friday and all day on Saturday and Sunday unless designated otherwise.

2. "Accessible" parking is enforced at all times. The fine for an accessible parking violation is established by statute, and will be adjusted as necessary to remain in compliance with State law (T.C.A. 55-21-108 Amendment Chapter 909 Bill No. SB2706). *Other disabled persons displaying a valid license plate, placard, etc. may park in staff parking when the accessible parking area is occupied.

3. Persons who have temporary mobility or visual impairments may report parking needs to the Office of Disability Services on main campus or the Student Services Coordinator at off-campus sites. A VSCC Temporary accessible permit will be issued upon receipt of appropriate medical documentation. The expiration of the temporary permit will be dependent upon the expected duration of the condition as indicated in the documentation. A temporary permit will additionally be issued to individuals who have applied to the state and are awaiting a state tag. Individuals requesting a temporary accessible permit will complete the request form, providing vehicle registration information. The form will be forwarded to the Office of Disability
Services who will issue a temporary permit.

4. Any unattended vehicles will be considered as parked.

5. Motorcycles, motobikes and bicycles will park in designated areas. Only motorcycles and motobikes may park in motorcycle spaces.

6. No bicycles are allowed inside campus buildings unless secured in an office. Bicycles should be secured when left unattended. Parking bicycles in walkways or on the grass is prohibited.

7. Reserved Parking/Special Event parking requests are to be submitted to the Campus Police Department no later than one (1) week prior to the event.

8. Students attending off-campus degree centers and/or sites will adhere to that specific center and/or site parking policies and procedures.

*Volunteer State Community College reserves the right to tow and/or impound 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, or hinder the access to make essential repairs or services. The owner and/or driver will be responsible for any costs or charges incurred for towing, the removal, impounding or storage of towed vehicles.

C. Traffic Regulations

Traffic Regulations include but are not limited to:

1. Speed limit on campus is 15 mph.
2. All vehicles shall come to a complete stop at stop signs and crosswalks.
3. Driving vehicles on the grass is prohibited. Exception – VSCC service vehicles including trucks, cars and gasoline powered utility vehicles.

D. Traffic Violations

Traffic Violations include but are not limited to:

1. Failure to obey stop sign or traffic signal.
2. Failure to yield to pedestrians at crosswalk.
3. Speeding (exceeding maximum speed limit).
4. Failure to yield right-of-way.
5. Operating or riding a motorcycle without protective headgear.
6. Failure to obey the lawful direction of an officer.
7. Failure to yield to an emergency vehicle.

E. Criminal Traffic Violations

Criminal Traffic Violations include but are not limited to the following and are subject to arrest:
1. Reckless driving
2. Driving while intoxicated
3. Leaving the scene of an accident with injury
4. Leaving the scene of an accident with property damage
5. Racing or drag racing with motor vehicle
6. Passing a school bus (loading or unloading)
7. Operating a vehicle with a revoked or suspended license

*State citations require a court appearance in the county/city where the citation was issued (i.e. Highland Crest – Robertson County, Main Campus – Sumner County, Livingston – Overton County).

F. Fines/Penalties
1. Citations, Penalties & Fines
   a. Fines for traffic and parking violations are $25 each. The fine for accessible parking violations is established by statute and will be adjusted to comply with state law.
   b. Citations are to be paid in person at the Business Office or by phone at 615-230-3585 with credit or debit card within 14 days of issuance. A copy of the citation/citation number must be presented at the time of payment.
   c. Penalties for non-payment: Registration for the subsequent semester will be blocked until all fines are paid. Transcripts will not be released until all fines are paid. Employees failing to pay will be subject to sanctions set forth in TBR Guideline B-010.
   d. A student who receives three (3) or more citations during a semester (regardless of whether or not the citations have been paid) may be charged under the student code of conduct and appropriate disciplinary action taken which may include the suspension of parking/driving privileges on campus for the remainder of the semester. The student will have ten (10) days to appeal the suspension of driving/parking privileges to the Student Traffic Appeals Committee. In the absence of an appeal, the suspension will go into effect and subsequently the vehicle may be towed if found on campus.
   e. Operation of a vehicle in such a manner to show complete disregard for the rights and safety of other members of the College community may cause immediate suspension of driving/parking privileges or other disciplinary action.
   f. Any person who alters or attempts to alter a traffic citation will be subject to disciplinary action.

2. Towing/Impoundment of Vehicles

Volunteer State Community College reserves the right to remove any vehicle by towing that is in violation of this policy. The owner/driver will be responsible for any costs or charges incurred for towing, the removal, impounding or storage of towed vehicles.
Violations, which may result in towing of vehicles, include but are not limited to the following:

a. Unauthorized vehicles parked in spaces designated “accessible”.

b. Parking in “no parking” or restricted areas.

c. A car parked in such a manner 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.

d. Display of a counterfeit, altered, transferred or otherwise fraudulent parking decal, or a decal obtained by an applicant giving false information on the application.

e. Operation of any vehicle used as an instrument in a crime or suspected of being stolen.

f. Abandoned Vehicle – Any motor vehicle left unattended longer than five (5) business days without notifying Campus Police, will be considered abandoned. All efforts will be made by Campus Police to notify the owner.

G. Citation Appeals

Individuals who choose to file an appeal must do so within fourteen (14) business days from the date of the citation. Citation appeal forms are to be completed online and can be found on the Volunteer State Community College Police Department website. Failure to file an appeal within fourteen (14) business days from the date of the citation will constitute a waiver of the right to appeal.

The appellant may submit any pertinent evidence to support the appeal (i.e. Photographs, eye witnesses, proof of parking decal and/or hardship, etc.). Reviewers reserve the right to request additional information before a decision is rendered.

Student Traffic Appeals

The Student Traffic Appeals Committee is a Student Government Association (SGA) committee charged to hear student traffic appeals and is comprised of the SGA Judicial Committee and the SGA Attorney General, as defined in the Student Government Association Constitution. A student who chooses to appeal a citation will appear before the SGA Judicial Committee and SGA Attorney General, present testimony and related documents to support their appeal and answer any questions from the committee members.

The Student Traffic Appeals Committee shall:

i. Have at least four (4) members of the committee present in order to hear appeals.

ii. Conduct hearings on an as needed basis. The appellant will be notified of hearing time and date two (2) weeks prior to hearing.

iii. Vote to uphold or deny the citation by a majority of the committee members present.
iv. Will notify the appellant of the committee’s decision.
v. Keep a current file of all decisions by the Student Traffic Appeals Committee maintained by the recorder and kept in the SGA office.
vi. Reach a final decision no later than five (5) days after a student’s case is heard.

*The Chief of Campus Police or designee is available for all appeal hearings for evidentiary and clarification purposes. During those times when the committee does not meet, the Chief of Campus Police or designee shall serve as the appellate authority.

When an appeal has been denied, the appellant must:

- Pay the prevailing traffic fine to the Business Office, no later than ten (10) business days after notification of decision; or
- Request a second review by the Vice President for Student Services no later than ten (10) business days after notification of the decision. The appellant must submit a request for a second review to the Office of the Vice President for Student Services and will be notified by the office concerning the decision of the Vice President for Student Services or designee.
- If the appellant wishes to appeal further he/she will appeal to the President.

**Faculty, Staff, and Visitor Traffic Appeals**

The Assistant Chief of Campus Police or designee is charged to hear faculty, staff, and visitor traffic appeals. The appellant may provide any pertinent evidence to support the appeal (i.e. Photographs, eye witnesses, proof of parking decal and/or hardship, etc.).

The Assistant Chief of Campus Police or designee shall:

i. Conduct appeal reviews on an as needed basis.
ii. Make a decision to uphold or deny the citation.
iii. Reach a final decision no later than five (5) days after the appeal is received.
iv. Notify the appellant and the Business Office of the outcome.
v. Maintain a current file of all decisions.

When an appeal has been denied, the appellant must:

- Pay the prevailing traffic fine to the Business Office no later than ten (10) days after notification of decision; or
- Request a second review by the Chief of Campus Police no later than ten (10) days after notification of the decision. The appellant must submit a request for a second review in person at the Campus Police Department. The appellant will be notified of the final outcome.
- If the appellant wishes to appeal further he/she will appeal to the Vice President for Business and Finance and subsequently to the President.
This policy is promulgated pursuant to, and in compliance with, TBR Rule 0240-02-03-.05 Traffic and Parking. To the extent that a conflict exists between this policy and TBR rule, policy and/or applicable law(s), the TBR rule, policy and/or law will control. History – Adopted by TBR: 12/8/11. Effective: 1/29/12.

Sources:

VSCC: President’s Cabinet August 11, 2014

TBR: TBR Meetings, August 17, 1973; September 30, 1983