

IV 30 07 TRAFFIC AND PARKING REGULATIONS

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 (VSCC) 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.

VSCC parking areas are restricted for use by its faculty, staff, students and guests for events approved by the College. VSCC 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 must display a VSCC parking decal. Failure to display this decal will result in a citation and fine.
2. Vehicle Registration - Employees must complete the online parking decal registration through the VSCC Campus Police website and obtain a decal from the Campus Police Department at each campus site. Employees may request up to two parking decals.
3. Each employee must present a current VSCC ID to obtain a decal.
4. Persons are expected to read and familiarize themselves with VSCC Traffic and Parking Regulations. Ignorance of the regulations is no defense for a violation.
5. Decal Placement – The decal must be placed on the outside of the rear window in the bottom left corner on the driver's side. Motorcycle operators are encouraged to register but are not required to display a decal. Interior decals will solely be issued through the Campus Police Department with the verification of the vehicle type. Soft top/convertible vehicles are the only vehicles qualifying for an interior decal. Interior decals must be displayed in the lower corner of the passenger side front windshield.
6. Temporary parking permits must be displayed on any non-registered vehicle when parked on campus. It is the responsibility of the employee to obtain a temporary permit when using an alternate vehicle without a parking decal. Employees may obtain a temporary permit from the Campus Police Department at each campus site.

7. Vehicle owners/operators are responsible to notify the Campus Police Department of any vehicle being left on campus overnight or for an extended period.
8. Lost or stolen decals must be reported immediately to the Campus Police Department.
9. 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.
10. All visitors, vendors and contractors conducting college business on campus are required to obtain and display a temporary parking pass from the Campus Police Department at each campus site.
11. The Campus Police Department will honor current parking decals from all universities and colleges that hold classes on VSCC campuses.
12. 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.

1. Parking violations include but are not limited to:
 - a. Parking along curbs
 - b. Parking in driveways and intersections
 - c. Parking on grass or lawns
 - d. Parking in roadways
 - e. Parking on sidewalks
 - f. Parking across painted lines in such a way as to take up more than one designated parking space
 - g. Parking which obstructs traffic as in double parking
 - h. Parking in a fire lane
 - i. Parking within fifteen (15) feet of a fire hydrant
 - j. Failure to or improper display of a parking decal
 - k. Blocking access to trash dumpsters or recycle containers
 - l. Use of college parking facilities for purposes other than its designated use
2. Students and employees are not permitted to park in “Visitor” parking spaces during regular business hours. Parking is permitted in “visitor” and “staff” after 5:00 pm Monday through Friday and all day on Saturday. All campus sites are closed on Sundays and officially recognized holidays/administrative days (VSCC Policy IV:30:04) .
3. "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 disabled license plate, placard, etc. may park in staff parking when the accessible parking area is occupied.
4. Any unattended vehicles will be considered as parked.
5. Motorcycles, motorbikes and bicycles will park in designated areas. Only motorcycles and motorbikes 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.

* 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:

- a. Speed limit on all campuses is 20 mph.
- b. All vehicles shall come to a complete stop at stop signs and crosswalks.
- c. 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:

- a. Failure to obey stop sign or traffic signal
- b. Failure to yield to pedestrians at crosswalk
- c. Speeding (exceeding maximum speed limit)
- d. Failure to yield right-of-way
- e. Operating or riding a motorcycle without protective headgear
- f. Failure to obey the lawful direction of an officer
- g. 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:

- a. Reckless driving
- b. Driving while intoxicated
- c. Leaving the scene of an accident with injury
- d. Leaving the scene of an accident with property damage
- e. Racing or drag racing with motor vehicle
- f. Pacing a school bus (loading or unloading)
- g. 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. CHEC – Putnam County, Highland Crest – Robertson County, Gallatin – Sumner County, and Livingston – Overton County).

F. Fines/Penalties

1. Citations, Penalties & Fines

- a. Fines for violations within this policy are \$25 per violation. The fine for accessible parking violations is established by statute and will be adjusted to comply with state law.
- b. Citations must be paid through the Business Office at each campus site within 14 business days of issuance.
- c. Penalties for non-payment: Employees failing to pay will be subject to sanctions set forth in TBR Guideline B-010.
- d. 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.
- e. Any person who alters or attempts to alter a traffic citation will be subject to disciplinary action.

2. Towing/Impoundment of Vehicles

VSCC 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 the Campus Police Department 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 VSCC Campus Police 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.

1. Student Traffic Appeals

Refer to the Student Conduct and Discipline Policy III:00:05 Part V: Traffic and Parking.

2. 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:

- a. Conduct appeal reviews on an as needed basis.
- b. Make a decision to uphold or deny the citation.
- c. Reach a final decision no later than five (5) business days after the appeal is received.
- d. Notify the appellant and the Business Office of the outcome.
- e. Maintain a current file of all decisions.

When an appeal has been denied, the appellant must:

- a. Pay the prevailing fine to the Business Office no later than ten (10) business days after notification of decision; or
- b. Request a second review by the Chief of Campus Police or designee no later than ten (10) business days after notification of the decision. The appellant must submit a request for a second review via email to the Chief of Campus Police. The appellant will be notified of the final outcome.
- c. 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.

TBR Source: TBR Meetings, December 2, 1977; March 3, 1978; March 18, 1983; September 30, 1983; TBR Board Meeting, March 29, 2012; TBR Board Meeting June 19, 2015

VSCC Source: President's Cabinet August 11, 2014; President's Cabinet August 13, 2018