

**SOUTHWEST TENNESSEE COMMUNITY COLLEGE**

**SUBJECT: Traffic and Parking Regulations**

**EFFECTIVE DATE: July 1, 2000; September 1, 2009; Revised August 23, 2013  
combined with Policy No 3:02:02:00/21 which should be deleted**

**I. General**

- A. The entry, operation and control of motor vehicles on Southwest Tennessee Community College property is authorized and directed by the President of Southwest Tennessee Community College who may exercise such control as deemed necessary.
- B. The Director of Police Services and Public Safety is responsible for the enforcement of this code twenty-four (24) hours daily, seven (7) days a week.
- C. The Director of Police Services and Public Safety may exclude or remove from the campus any vehicle used as an instrument in a crime, suspected of being stolen, abandoned or mechanically unfit, operated by person under the apparent influence of intoxicants, or one that has not been properly registered in accordance with this code.
- D. While the State of Tennessee and Southwest Tennessee Community College has no legal responsibility for the care and/or protection of any vehicle operated or parked on a Southwest Tennessee Community College facility, there is a moral concern for the safety of such vehicles.
- E. If a vehicle and/or its contents are stolen or damaged in any way while on Southwest Tennessee Community College property, this information should be immediately reported to the Police Services and Public Safety Office. That office will offer assistance in processing reports and/or claims to the appropriate agencies.
- F. All students, faculty, staff and visitors must adhere to Southwest Tennessee Community College Traffic and Parking Regulations

**II. Definitions**

- A. Student – any person registered in a course offered by Southwest Tennessee Community College.
- B. Employee – any non-student employed by Southwest Tennessee Community College.
- C. Visitor – any person on official business with, or present as a guest of, Southwest Tennessee Community College or its employees.
- D. Parking Area – areas so designated by Southwest Tennessee Community College for the parking of vehicles.
- E. Campus – all areas falling within the jurisdiction of Southwest Tennessee Community College.
- F. Parking/Registration Permit – the official motor vehicle registration authorization, which is a hanging type permit. It is designed to be displayed by hanging from the rear view mirror.
- G. Revocation or Suspension of On-Campus Driving Privilege – the withdrawal of an individual's privilege to park or operate a vehicle on campus.

### III. Vehicle Registration

- A. Students and employees eligible to operate vehicles on campus must register their vehicles at the Police Services and Public Safety Office.
- B. Any individual who obtains vehicle registration by misrepresentation will be subject to disciplinary and/or administrative action.
- C. Students and employees having a bona fide disability (permanent or temporary) must register their vehicle with the Police Services and Public Safety Office.
- D. All Southwest Tennessee Community College Parking Regulations must be adhered to after visitors obtain a guest parking permit from the sponsor of the activity in which they are involved. Additionally regular visitors may obtain a temporary permit from the Police Services and Public Safety Office
- E. A bicycle need not be registered.

### IV. Permit Display

All vehicles must display a parking permit.

- A. Cars, trucks and vans – The permit must be displayed by hanging from the rear view mirror.
- B. Motorcycles and motorbikes – The permit will be permanently affixed to the windshield, headlamp or gas tank in a position where it is readily visible.
- C. Non-registered vehicles are not permitted to park in any Southwest Tennessee Community College parking facility unless a temporary permit is obtained.

### V. Designated and Prohibited Areas

A. On-Campus parking areas are designated in the following manner.

- 1. Students – White stripping
- 2. Employees – Red stripping
- 3. Handicapped or Disabled – Blue stripping or sign Specific areas have been reserved for students and employees who have a valid Department of Motor Vehicles (DMV) handicap/disabled license plate or placard or have been issued a temporary college disability placard. Individuals with handicap or disabled permits may utilize any non-reserved parking area on campus.
- 4. Visitor –Green stripping
- 5. Reserved – Specific parking spaces may be designated for specific College officials or groups of individuals. Only those individuals who have designated parking may utilize those spaces.

B. Parking is prohibited in the following areas.

- 1. In fire lanes (all drive through lanes in parking lots are considered fire lanes)
- 2. Within fifteen (15) feet of fire hydrants
- 3. In driveways, unless there is a marked parking space within the driveway
- 4. On a sidewalk, or on a grassed area

5. In any area that is designated as a “No Parking” zone
6. In Service and Delivery areas (except vendors and official vehicles)
7. In “State Vehicle” designated parking areas
8. In non-designated parking spaces at off-campus sites
9. In any area that is designated for Disabled or Handicapped parking, with the exception of those persons who have a bona fide disability and who have been issued a State Handicapped permit or license plate and a Southwest Disabled/Handicapped placard.

C. Bicycles need not be registered or are required to display a parking permit.

1. Bicycle riding is considered regular traffic
2. Bicycle riding is not allowed on campus sidewalks or grounds
3. Bicycles shall be parked in designated areas
4. Bicycles are not permitted inside any college building

D. The inability to locate a legal parking space in an approved area is not justification for improper parking.

## **VI. Violations**

Citations will be issued for the following violations

A. Standing

1. An unattended vehicle will be considered parked.
2. Double parking is not permitted. If traffic is blocked by standing or stopping of a vehicle, the person for whom the vehicle is waiting may be held liable for the violation.
3. Parking must be within the designated lines of a parking space, no line straddling.
4. Parallel parked vehicles must be parked in the same direction as the flow of traffic.

B. Moving

1. All vehicles must come to a complete stop at stop signs
2. Reckless driving (defined as the operation of a vehicle in a manner endangering life and property)
3. Exceeding the speed limit on campus (15 miles per hour)
4. Driving wrong way in a one-way lane
5. Driving across parking spaces

C. Unauthorized use of disabled/handicapped parking and/or placard

1. Any person, except a person who meets the requirements for the issuance of a distinguishing placard or license plate, a disabled veteran's license plate, or who parks in any parking space designated with the wheelchair disabled sign, commits a misdemeanor, punishable by a fine of two hundred dollars (\$200.00), which fine shall not be suspended or waived. The fine for disabled violations is established by State law and will increase as needed to remain in compliance with State law.
2. A vehicle that does not display a disabled license plate or placard and does not have a Southwest disabled sticker, and is parked in any parking space designated with the wheelchair disabled sign, is subject to being towed at the owners expense.
3. It is also a violation for any person to park a motor vehicle so that a portion of the vehicle encroaches into a disabled parking space in a manner that restricts, or reasonably could restrict, a person confined to a wheelchair from exiting or entering a motor vehicle properly parked within the disabled parking space.
4. Signs designating disabled parking shall indicate that unauthorized or improperly parked vehicles may be towed and the driver fined two hundred dollars (\$200.00).

**VII. Penalties**

- A. The Department of Police Services and Public Safety has the responsibility of enforcing the parking rules and regulations through parking citations, warnings, and in some cases, impounding the vehicle
- B. In addition, Southwest reserves the right to cancel parking privileges for three cumulative unpaid or non-appealed violations of the regulations, or any violation that creates a potential health or safety risk to other vehicles or pedestrians in Southwest parking lots.

The following is a list of typical fees for parking and traffic violations.

Parking/blocking disabled access, van access/loading area	\$200
Safety hazard (blocking sidewalk, traffic lane, fire hydrant, fire lane)	\$50
Parking in space not authorized by permit	\$15
Parking vehicle outside legal parking space or over stall lines or blocking legally parked car in space	\$15
Unauthorized overnight parking	\$15
Parking a vehicle on campus for the purpose of habitation, repair or storage	\$15
Failure to display current/valid Southwest parking permit	\$15
Parking in a reserved space	\$15
Moving violations	\$15
All other violations	\$15

Visitor's parking traffic and or parking fees will be charged to the visitor and/or the department that authorized the permit.

**VIII. Citation Fees**

- A. All fines associated with violations to this policy must be paid to Southwest. Citations must be paid in full or appealed within three (3) business days (excluding Saturday and Sunday) of issuance.
- B. A citation not paid after thirty (30) days will result in a \$5 late charge, unless an appeal has been filed. Late charges will continue to accrue on if payment is not received at a rate of \$10 for the next 7 days, \$20 for the next 7 days, etc.
- C. The failure to pay a College-issued citation will be entered on the student's record. The student will be denied registration for further courses at the College and will be denied a transcript covering courses already completed until such time as all parking fines are paid.
- D. The failure of an employee to pay a College-issued citation will result in an account receivable being set up and processed pursuant to TBR Guideline B-010.

**IX. Appeal Process**

- A. See Policy No. 3:02:02:00/10 - Student Traffic Appeal Process
- B. See Policy No. 4:00:00:00/10 - Faculty and Staff Traffic Appeal Process

Source: Vice President of Financial & Administrative Services: 7-1-00;  
Rev. 9-01-09; Rev. 8-23-13