MIDDLE TENNESSEE STATE UNIVERSITY

POLICIES AND PROCEDURES MANUAL

POLICY NO: I:14:01

DATE: August 15, 2015, 2016

SUPERSEDES POLICY NO: N/A

DATED: August 15, 2015

SUBJECT: Traffic and Parking

APPROVED: Sidney A. McPhee, President

I. GENERAL INFORMATION

A. The purpose of these policies shall be to facilitate the orderly and efficient flow of traffic on the MTSU campus, to provide a safe atmosphere for both pedestrians and motor vehicle operators, and to provide order with regard to parking within limited space. These policies shall be published, at least annually, and, as appropriate, through signage, traffic/parking handbooks, student/faculty handbooks and Institutional websites. They shall also serve to acquaint all administrators, faculty, staff, and students of the policies pertaining to registration of motor vehicles, traffic and parking policies, and the penalties for violation of said policies.

B. The University reserves the right to regulate the use of all vehicles, including motorcycles, motor scooters, mopeds, golf carts, and bicycles, on the campus and to forbid the use of a vehicle by any person whose conduct indicates that he or she is not complying with University policies, City of Murfreesboro ordinances, and/or state laws pertaining to motor vehicles.

C. The registrant of a permit is held responsible for the safe and lawful operation of the vehicle, the parking of the vehicle, and all traffic/parking citations issued against the vehicle, regardless of who is operating the vehicle at the time of the incident. A violation notice is not excused on the plea that another person was driving the vehicle or using another’s parking permit.

D. Parking on the MTSU campus is permitted only in those areas designated for parking. Parking in all other areas is prohibited.

E. The University regards the possession and use of a vehicle on the campus as a privilege which may be revoked for justifiable reason. These reasons may include, but are not limited to, any of the following:

1. Operating a vehicle while under the influence of alcohol/drugs.
2. Failure to observe the policies, ordinances, and laws governing the operation and parking of a vehicle.

3. Leaving the scene of an accident.

4. Five or more parking citations in a semester.

5. Obtaining an MTSU parking permit through false pretenses. Parking and Transportation Services may remove any permit which has been forged, altered, or obtained illegally.

6. Failure to yield the right-of-way to an emergency vehicle when displaying red/blue flashing lights.

7. Failure to obey an officer directing traffic.

F. Unless noted otherwise, all traffic and parking policies are enforced 24 hours a day, 7 days a week.

G. The University assumes no responsibility for damage or loss to a vehicle while it is parked or operated on the campus.

H. Any vehicle receiving two (2) or more citations in one semester for "No Campus Permit" or failure to have a permit displayed as required by these policies will receive a written warning. If after three (3) working days following the issuance of the warning, the vehicle is found parked on campus without being properly registered and having the permit properly displayed as set forth in these policies, the vehicle will be towed at the owner’s/registrant’s expense. A working day is defined as a weekday unless it is an official University holiday.

II. REGISTRATION OF MOTOR VEHICLES

A. All motorized vehicles operated on the campus of MTSU must be registered with the Parking and Transportation Services Office. Any vehicle parked on campus must have a current valid parking permit displayed in the vehicle.

B. Parking permits are issued only after all registration fees are paid. Permits are issued at the Parking and Transportation Services Office located at 1403 East Main Street in the rear of the building. In order to receive a parking permit, a photo ID and the vehicle’s license plate number will be needed. The issuance of permits will be limited to one permit per person with the exception of Womack Lane Apartments residents (who will be allowed two permits per family) and those who also have a motorcycle (who will be allowed a permit for a vehicle and one (1) sticker permit for a motorcycle). All registrants will be responsible for their issued permits throughout the academic year.

C. The registrant of a permit will be responsible for parking violations received by any vehicle bearing his/her parking permit. Permits may only be used by the permit holder registered
with Parking and Transportation Services. Dependents, friends, and/or associates of any authorized permit holder are not authorized to use that person’s permit while parking for their personal convenience.

D. Students are eligible to receive a student parking permit upon payment of all registration fees. Faculty and staff permits are payable at the Parking and Transportation Services Office located at 1403 East Main Street.

E. Cost of permits can be found on Parking Services website.

F. Parking permits will be denied for faculty/administration/staff who have outstanding fines from prior semester(s) until they are paid in full. The first fine after permit expiration will result in towing of vehicle.

G. Permit colors. The area authorized for parking is denoted by the color of the permit.

1. White - Available to Faculty/Administrators/Staff (including resident directors and graduate assistants). Vehicles displaying white permits also are permitted in Green and Red parking areas. Faculty, administrators, and staff may not transfer their permit to any student (or student vehicle).

2. Green - Available to commuter students.

3. Blue - Students and Employees with Disabilities: Available to qualified students and employees.

4. Red - Available to On-Campus Residents only. Vehicles displaying Red permits also permitted in Green parking areas.

H. Any person who changes parking category should bring his/her original permit to Parking and Transportation Services. Any additional fees associated with the change in permit will be paid at this time.

I. Damaged permits must be replaced within three (3) working days. The remnants must be turned in to Parking and Transportation Services at the time of replacement. Failure to do so will result in the individual having to pay the full registration fee.

J. Temporary Parking Permits will be issued as follows:

1. To any employee or student operating a vehicle as a temporary substitute for a registered vehicle. The permit will be valid for seven (7) days from the date of issuance and a total of three (3) may be issued during any semester. The permit will indicate the appropriate color code area in which the vehicle may park. This permit is subject to a fee.
2. Temporary Parking Permits are available to visitors at Parking and Transportation Services Office and are valid for metered spaces, white, red, and green color coded areas that are not marked as reserved. A fee is charged for visitor parking permits. The permit is valid for the day of issuance.

3. Temporary Loading/Unloading Permits may be issued at the discretion of Parking and Transportation Services. This permit allows the operator of the vehicle up to but not to exceed thirty (30) minutes parking in a loading/unloading zone for the express purpose of loading or unloading his/her vehicle.

K. Disabled Parking Permits-Any person, whether student or employee, may apply for disabled parking privileges.

1. For parking on MTSU campus, persons must have a state-issued license plate or placard to obtain a Disabled Parking Permit. Persons must prove ownership of the state-issued plate or placard.

2. Temporary disabled permits will be issued for injuries or disabilities of limited duration as specified by a physician's statement certifying an impairment. Those with temporary permits must park in white or green spaces only. The blue disabled parking spaces are reserved for those holding permanent disabled parking permits. Those holding temporary state-issued disabled placards may also park in the blue disabled parking spaces.

3. Applicants denied a parking permit have the right to appeal to the Committee on Programs for Students and Employees with Disabilities, who will make the final decision as to whether someone receives a decal.

L. If a parking permit is lost or stolen, a "Parking Permit Loss Report" must be provided to Parking and Transportation Services along with a replacement fee to obtain a new parking permit.

M. The acceptance by any person of a parking permit, whether temporary or permanent, shall constitute the acceptance of the policies, ordinances, and/or laws governing the safe and responsible operation and parking of a vehicle on the campus.

N. The MTSU parking permit must be properly attached to the front windshield in the extreme lower corner on the driver’s side or hung from the rearview mirror of the vehicle being operated with the decal number facing the outside of the car and clearly readable. In those cases where compliance with the above is not feasible, the permit must be clearly visible through front windshield when viewed from outside or the registrant must consult with Parking and Transportation Services for proper placement of the permit. The responsibility of transferring and properly displaying the hang tag rests with the individuals to whom the permit was originally issued. If for some reason the hang tag is not transferred to the vehicle being parked on campus, the individual originally purchasing the hang tag will be required to obtain a temporary one-day permit. If an individual with a current permit receives a
citation for a display violation, the citation will be cancelled only if the citation is taken to the Parking and Transportation Services Office within seven (7) class days of issuance of the citation and the violator can show the current permit at that time. (Vehicle must be parked in designated parking area according to permit color for citation to be cancelled). No more than three (3) such citations will be cancelled per semester. (Note: In the event that a vehicle receives more than one "No Campus Permit" ticket while parked in the same location during a calendar day, those tickets will be reviewed as one offense.) A class day is considered Monday through Friday, unless it is an official University holiday for faculty, staff, and/or students.

O. Immediate family members of faculty, administrators, staff, and students must park at meters or register their vehicles with Parking and Transportation Services by obtaining a temporary parking permit. Failure to comply may result in the vehicle being issued a "No Campus Permit" citation, and the fine will not be waived as it is assumed the student, faculty, or staff members parked the unregistered vehicle on campus.

P. It is considered fraudulent for a registered permit holder to give his/her permit to another person for use on the campus. Permits are transferable from vehicle to vehicle. Permits are not transferable from person to person. When a permit is reported as lost or stolen, but is found in another vehicle on campus, an inquiry will be made into the permit. In the event it is found that an individual reported a permit lost or stolen, but in fact gave the permit to another individual for use, both parties will be cited with a fine for their actions.

III. BICYCLE REGISTRATION AND PARKING

A. Authority

1. The Tennessee Rules of the Road (TENN. CODE ANN. § 55-8-101 et seq.) govern the operation of bicycles on public roadways as set forth in TENN. CODE ANN. § 55-8-172.

2. MTSU University Police Department is responsible for the regulation of moving vehicles and bicycles on University property.

3. Parking and Transportation Services is responsible for the regulation of vehicles and bicycles that are parked on University property.

B. All bicycles should be registered with Parking and Transportation Services. Bicycles can be marked with an identifying number by MTSU Parking Services to ensure proper return if recovered after theft or confiscation due to illegal parking or abandonment. All bicycles on University property must be operated in accordance with University rules and appropriate Tennessee motor vehicle laws.

C. Laws and regulations are designed for the safety of cyclists. When a person rides a bicycle on a roadway within the MTSU campus, the person is a driver and must operate under Tennessee Rules of the Road. He/she must follow state laws, give signals, obey stop signs
and yield right of way just as car drivers do, including stopping at stop signs and red lights, yielding to pedestrians in crosswalks, displaying proper illumination, and riding with the traffic flow.

D. Bicycle Operating Regulations

1. Persons operating bicycles and other non-motorized devices on public roadways, including roadways on campus, shall follow the Tennessee Rules of the Road as required by TENN. CODE ANN. § 55-8-172.

2. Persons operating bicycles and other non-motorized devices on campus shall practice courteous, defensive riding, giving right-of-way to pedestrians, traveling at safe speeds, and having their bicycles under control at all times.

3. Every person operating a bicycle should obey regulatory signs and rules for MTSU, and these regulations.

4. Bicycles shall not be operated in parking garages or in any areas where bicycles are restricted by regulation or signs.

5. No person operating a bicycle on University property, including bike paths, should exceed a speed that is reasonable and prudent with respect to the number of pedestrians or other cyclists present, visibility, traffic, weather, and surface conditions that exist at the time, or that endangers property or the safety of any person.

E. Bicycle parking is available throughout campus and is designated by the presence of bicycle racks. Bicycles must be parked within the boundaries of designated bike racks. Parking and/or placement of any non-motorized devices not covered under these regulations must be approved by Parking and Transportation Services.

F. The following are general guidelines regarding bicycle parking on campus:

1. Racks are not to be utilized as long term bicycle storage.

2. Bicycle related gear (or other items) should not be left at the bicycle racks.

3. Bicycles shall be parked in accordance with federal, state, and local fire and safety regulations.

G. Bicycles shall not be parked or stored:

1. In any public access, ingress, or egress area inside any University building (e.g. hallways, classrooms or parking structures) without express permission of the appropriate department head, such as a director or dean, in academic space. For
policies regarding the storage or parking of bicycles inside residence halls, please refer to MTSU Policy III:00:05 Housing and Residential Life Rules.

2. Against or fastened to any tree, plant, bush, or foliage;

3. Against or fastened to any water, steam or gas pipe, fitting, electrical fixture, fence, sign post, railing, public seating fixture, or emergency safety device;

4. Upon or attached to any ingress/egress ramp, stairway or stairwell railing or otherwise fastened to or blocking any exit/entrance or handicap access to any University building;

5. In any other area not designated for bicycle parking or where parking is specifically prohibited by these regulations or by signs.

H. Impounding may be necessary in an effort to have bicycle parking available for those using their bicycles and to address improperly parked bicycles:

1. Bicycles that are inappropriately parked, in a state of disrepair or which appear to be abandoned are subject to impoundment. Bicycles subject to impoundment will be booted and/or tagged before impounding, giving the bicycle owner time to remedy the situation before impoundment.

   a. State of disrepair means the bicycle has flat tire(s), bent rims, rusted or broken chain links, broken or rusted brakes, etc., and is otherwise in poor condition.

   b. Signs of abandonment include, but are not limited to, appearance of non-use, spider webs, missing parts, etc.

2. It may be necessary to move a bicycle before it is booted or tagged for impoundment due to safety because it is blocking or impeding ingress or egress to a fire exit, stairwell, or handicapped ramp. If moving the bicycle is necessary, it will be moved to a nearby bicycle rack and booted to maintain security of the bicycle or immediately impounded.

3. In cases that result in the removal of the chain/lock, the owner will absorb the cost of replacement.

4. After the close of the spring semester, all abandoned bicycles will be removed from all on-campus racks. Bicycles that appear to be abandoned will be impounded. In cases that result in the removal of the chain/lock, the owner will absorb the cost of replacement.

I. MTSU is not responsible for the safety of bicycles that are booted or impounded as a result of violations of this policy or State, Federal, or local law. MTSU will attempt to take reasonable steps necessary to contact bicycle owners in the event that their bicycles are booted or impounded and to confirm the identity of the individual claiming booted or impounded bicycles. Obviously, if MTSU does not know who owns a booted or impounded
bicycle (e.g., because it was not registered) it will not be able to contact the owner and will have a difficult time conclusively determining the ownership of the bicycle when it is claimed. The best course of action to ensure that MTSU can contact the bicycle owner in the event that the bicycle is booted or impounded is to register the bicycle with MTSU and ensure that the registration information remains up-to-date.

1. After booting or impounding a bicycle that has been registered under this part, MTSU will use reasonable efforts to attempt to contact the owner using the owner’s registration information. Registered bicycles will only be released to the registered owner with valid photo identification.

2. An owner of a bicycle that has not been registered may still reclaim his/her bicycle as long as the purported owner can provide an accurate description of the bicycle, a valid MTSU identification card (for students, faculty, and employees) or photo identification (for outside parties), and the key or combination to the lock that was being used to secure the booted or impounded bicycle. Parking and Transportation Services will verify the information provided and confirm that the key/combination provided opens the bicycle lock. The bicycle owner will be required to register the bicycle before the bicycle will be released.

3. Impounded bicycles that are not claimed will be disposed of in accordance with the Tennessee Uniform Disposition of Unclaimed Property Act, TENN. CODE ANN. § 66-29-103 et seq.

IV. PARKING POLICIES

A. Color-coded parking is used to regulate the parking of vehicles. The color of the parking permit denotes the area in which a person may park.

B. The following spaces are reserved as noted:

1. Students and employees with disabilities - reserved 24 hours a day

2. Health Services - reserved 24 hours a day

3. Library staff - reserved 24 hours a day

4. Housing staff - reserved 24 hours a day

5. Maintenance spaces - reserved 24 hours a day

6. Speech Clinic spaces - reserved Monday through Thursday from 8:00 a.m. to 4:00 p.m.
7. CDC Parent spaces in Fairview parking lot - reserved Monday through Thursday from 8:00 a.m. to 4:00 p.m.

8. President, Vice-Presidents, University Deans – reserved 24 hours per day

C. Special Event Parking - It may occasionally be necessary to close spaces or a lot due to construction, a workshop or conference, or a special event. Parking and Transportation Services will give advance notice of closings whenever possible.

D. Vehicles are not to be parked at any time where parking is not designated, where curbing is painted yellow, where sidewalks intersect streets, on sidewalks, across parking lines, on campus lawns (grass), or other places where signs indicate no parking. Parking is allowed only in clearly designated parking spaces. Vehicles that are parked or waiting in a fire lane will be towed. In gravel lots, legal parking spaces are designated by concrete bumper blocks, except for those painted yellow. Only one (1) vehicle/motorcycle is permitted to park per space.

E. Vehicles are not to be parked in any manner as to constitute a traffic/pedestrian hazard or to impede the flow of traffic/pedestrians.

F. Every vehicle stopped or parked upon a roadway where there are adjacent curbs shall be so stopped or parked with the right-hand wheels of the vehicle parallel to and within eighteen (18) inches of the right-hand curb.

G. All students and employees are to park in their assigned areas, Monday through Friday, 7:00 a.m. to 5:30 p.m., except for the following streets and parking lots which will open for all permitted parking at 6:30 p.m.:

1. Old Main Circle and Faulkenberry Drive (on-street parking).

2. Davis Science Lot.

3. Honors Lot.

4. Founders Lot.

H. After 6:30 p.m. Monday through Friday and on weekends, White, Red, and Green permit parking areas are open for any permitted vehicle. Yellow curbs, no parking zones, disabled and reserved spaces are in effect 24 hours a day, seven days a week.

I. Short-term parking is governed by parking meters. The parking meters are considered in operation from 7:30 a.m. to 6:30 p.m., Monday through Friday. A charge of fifty cents (50¢) for 30 minutes is required while parked in these spaces.

J. Vehicles are not permitted to park in campus directory drives. This is enforced 24 hours a day.
K. Vehicles will be towed from campus streets, parking areas, lawns, drives, restricted areas, loading areas, etc., if the vehicles are parked or left in violation of University policies, City of Murfreesboro ordinances, and/or state laws pertaining to motor vehicles, or if said vehicle constitutes a traffic/pedestrian hazard. The cost of towing and any penalties will be the responsibility of the owner/registrant. All tow zones are enforced 24 hours a day.

L. The operator of any disabled vehicle parked in violation of University policies must report the vehicle immediately to Parking and Transportation Services. Failure to report may result in traffic citations and/or towing. The vehicle must be called in each day it is disabled and parked in violation of University policies.

M. No personal recreational or work travel trailers should be parked or stored on campus property, except for equipment purchased by academic/administrative departments for University related purposes.

N. Advertising vehicles "For Sale" in University parking lots is prohibited. Any vehicle identified for such wrongful display for a period of 48 hours or more will be identified as a disabled vehicle and may result in traffic citations and/or towing.

O. Garage parking is restricted to currently enrolled student displaying a current student parking permit.

V. OPERATION OF MOTOR VEHICLES

A. All state laws, City of Murfreesboro ordinances, and University policies pertaining to motor vehicles are applicable 24 hours a day, unless otherwise noted.

B. Speed limits are posted throughout the campus. All speed limits are radar enforced.

C. Passing on campus is prohibited.

D. All vehicles must come to a complete stop at intersections where a stop sign (either mounted on a post or painted on the street surface) is displayed.

E. Motorists are to yield the right-of-way to all pedestrians in a cross walk.

F. Upon the immediate approach of an authorized emergency vehicle making use of audible and visual signals, or a police vehicle properly and lawfully making use of an audible signal only, the drivers of all other vehicles shall yield the right-of-way and shall immediately drive to a position parallel to and as close as possible to, the right hand edge or curb of any intersection and shall stop and remain in such position until the authorized emergency vehicle has passed, except when otherwise directed by a police officer.

G. All persons riding on a motorcycle, either as operator or passenger, must wear a helmet of the type approved by the Commissioner of Safety for the State of Tennessee.
H. All vehicles must come to a complete stop for a school bus loading or unloading children.

I. Littering from a vehicle (as well as littering in general) is prohibited and subject to a fine.

J. Any person who drives in willful and wanton disregard for the safety of persons or property is guilty of reckless driving.

K. The driver of any vehicle shall obey the instructions of any official traffic-control device unless otherwise directed by a traffic or police officer.

L. U-turns are prohibited on the campus.

M. Loud mufflers, cut-outs, and any other noise-making devices attached to or located within or on any vehicle are prohibited.

N. Excessive loud playing of radios and stereos in vehicles is prohibited. The playing shall be deemed excessively loud if it is disturbing the academic environment of the campus.

VI. TOWING/BOOTING OF VEHICLES

A. Vehicles will be towed/booted if the vehicle is parked or left in violation of University policies, City of Murfreesboro ordinances, and/or state laws pertaining to motor vehicles, or if said vehicle constitutes a traffic/pedestrian hazard. The owner/registrant of the vehicle will be responsible for any fines assessed against the vehicle and the cost of towing/booting. Vehicles may be towed/booted for, but not limited to, the following:

1. Parking in a disabled parking space/ramp without disability permit.

2. Blocking a fire hydrant.

3. Parked in a fire lane.

4. Blocking the roadway, walkway, or disabled ramp.

5. Parking so as to constitute a traffic/pedestrian hazard.

6. Parking in a loading zone.

7. Abandoned/immobile.

8. Five or more traffic/parking citations (paid or not paid) in a semester.


10. Excessive No-Campus-Permit violations.
11. Displaying a forged or altered permit.

12. Parking on campus while parking privileges have been revoked.

13. Displaying a lost or stolen permit.

14. Any vehicle parked on campus with no visible means of identification; i.e. the license tag has been removed and the vehicle identification number covered or removed.

15. Faculty/staff/administration with outstanding fines from prior semester who receive first fine after permit expiration.

B. Any person whose vehicle is impounded may appeal such action.

C. If a boot is removed by the owner/registrant of the vehicle and damaged, the owner/registrant will be responsible for the cost of the boot as well as the ticket fine and boot removal fee. The owner/registrant of the vehicle will be prosecuted if a boot is improperly removed and damaged.

VII. VISITORS

A. A visitor is any person who has business or other reason to be on the campus but who is not a current student member of the faculty, staff, or administration.

B. All visitors are requested to use parking meters or obtain a visitors parking permit at either the Parking and Transportation Services Office at 1403 East Main Street, or its website. Visitor parking permits will not be issued to vehicles registered to current students or employees. A fee is charged for visitor parking permits.

C. Upon securing a visitor parking pass, visitors may park in the Visitor Lot, or any white, red, or green color-coded space that is not marked as reserved. Visitors are reminded that they are subject to the policies, ordinances, and laws pertaining to motor vehicles while on the campus and that violation of such may result in a citation and/or towing of the vehicle.

D. Requests for special guest parking should be submitted to the Parking and Transportation Services Office as far in advance as possible. Special event parking requests should be submitted at least seven (7) days in advance. This time is needed to coordinate because of the numerous parking requests received.

VIII. RESIDENT PARKING

A. All on-campus residents are required to obtain a parking permit according to their residential area. A maximum of two permits may be obtained by any family residing at Womack Lane Apartments.
B. Any resident who holds a valid Blue parking permit or White parking permit is also required to receive a special validation sticker that is to be placed adjacent on the MTSU parking permit. This validation sticker may be received through Parking and Transportation Services Office. (The validation sticker will be issued free of charge.)

C. Any on-campus resident who holds a valid MTSU Blue parking permit may park in any legal Blue, White, Red, or Green parking space as well as the parking meters.

D. Any resident who holds a valid MTSU White parking permit may park in any legal White, Red, or Green permit parking area.

IX. JUDICIAL PROCEDURES

A. Any student, other than one holding a faculty/administrative/staff permit, who receives a parking/traffic citation may appeal the citation within fifteen (15) days of issuance by going to the SGA web site. Specific hearing procedures are at the website.

B. Any employee or student holding a faculty/administrative/staff permit who receives a citation may appeal the citation within seven-fifteen (7-15) days of issuance by filing an appeal form or by going to the Parking and Transportation Services web site. An appeal form may be obtained at the Parking and Transportation Services Office. Attach the citation to the appeal form and forward to Parking and Transportation Services, P.O. Box 147. The MTSU Parking and Traffic Committee will handle disposition of the appeal. Specific hearing procedures are described at the website.

C. Any student or employee who has his/her vehicle towed may appeal such action to the appropriate judicial body. This can be done only after the vehicle has been secured from impoundment and within seven (7) days of the towing date. Specific hearing procedures are described in Part 6 of this policy, below.

D. The payment of citations will in no way restrict the Office of Judicial Affairs or the University Parking and Traffic Committee from revoking parking privileges.

X. ACCIDENTS

A. All accidents involving a vehicle must be reported to the University Police as soon as possible. The vehicle(s) are not to be moved until the investigating officer instructs the parties to do so. Failure to comply with the provisions of this paragraph may result in criminal prosecution.

B. A copy of the accident report will be furnished to all involved parties at $1.00 per page. The copy may be secured at the University Police, Monday through Friday, 8:00 a.m. - 4:00 p.m.
XI. VIOLATIONS AND PENALTIES

A. Fines will be assessed for the following violations. Specific fine amounts can be found at www.mtsu.edu/parking/sec10.php.

1. Parked in unassigned space
2. No campus permit
3. Overtime parking
4. Parked in reserved space
5. Parked by yellow curb
6. Improperly parked
7. Disabled space/ramp [The fine for disabled/handicapped parking violations is established by statute and will be adjusted to comply with state law.]
8. Permit not displayed properly
9. Permit not legible
10. Parked in tow zone
11. Parked in a fire lane
12. Blocking fire hydrant
13. Blocking walk/road
14. Parked on grass
15. Failure to display permit
16. Parked in campus directory drive
17. Littering
18. Careless driving
19. Speeding
20. Failure to obey traffic control signal/sign
21. One-way street
22. Improper turn
23. Displaying a White lost/stolen permit
24. Displaying a Green lost/stolen permit
25. Displaying a Blue lost/stolen permit
26. Displaying a forged/altered permit
27. Displaying an unauthorized permit
28. Unidentifiable vehicle

B. Vehicles of violators with five (5) or more citations (paid or not paid) in a semester will be towed/booted at the owner’s/registrant’s expense.

C. Citations may be given every four (4) hours. No more than two (2) tickets will be issued per day for the same violation at the same location. This does not apply to being parked in a parking meter.

D. Overtime parking citations (meters) will be given every hour.

E. All fines are to be paid at the Business Office in the Student Services and Admissions Center, Monday through Friday, 8:00 a.m.-4:00 p.m.
F. Any student with unpaid parking fines will not receive grades or transcripts or be able to register for the next semester until the fines are paid.

XII. PARKING AND TRANSPORTATION SERVICES/PUBLIC SAFETY

A. The Parking and Transportation Services Office is located in 1403 East Main Street. The phone number is 615-898-2850. The office is open 7:30 a.m. to 5:30 p.m. Monday through Thursday and 7:30 a.m. to 4:30 p.m. on Friday. Note: During non-peak times when classes are not in session, hours of operation will be 7:30 a.m. to 4:30 p.m.

B. The University Police Department is recognized by the State of Tennessee as an independent police agency and is empowered to perform all duties required by law.

Revisions: August 15, 2015 (new policy); ______________, 2016.