

Tennessee Technological University
Policy No. 415



Effective Date: July 1, 2017

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Policy Name: General Parking and Transportation Policy

Revised Date: January 1, 2020

I. Purpose

The purpose of this policy is to define Tennessee Tech's general parking and transportation policies.

II. Review

This policy will be reviewed every two years or whenever circumstances require review, whichever is earlier, by the Director of Auxiliary Services, with recommendations for revision presented to Administrative Council, University Assembly, and the Board of Trustees.

III. Scope

This policy applies to motor vehicles. For personal conveyance vehicles, refer to Policy No. 191 for procedures, exceptions, and sanctions regarding personal conveyance vehicles on Tennessee Tech's campus.

IV. Definition

- A. Citation: a ticket issued when violating the rules and regulations of campus parking.
- B. Facilities parking: areas reserved for official University facilities vehicles.
- C. Loading zones: areas reserved for the sole purpose of loading and unloading.
- D. Motor Vehicle: any self-propelled vehicle designed for transport of a person or persons and is capable of exceeding twenty-five (25) miles per hour over level, paved surfaces, shall be deemed a motor vehicle.
- E. Personal Conveyance Vehicle: Any motorized, self-balancing vehicle including, but not limited to, hover boards, motorized skateboards, Segways, or similar means of transport; unless motorized, a bicycle is not deemed a personal conveyance vehicle under this policy.
- F. Visitor: any person on campus who is not a current student, member of the faculty, staff, or administration.
- G. Zone parking: designated parking restricted by permit classification.

V. Policy

- A. General Parking Regulations

1. Tennessee Tech will regulate the use and parking of all Motor Vehicles on the campus in accordance with this policy and any applicable rule, regulation, ordinance, or statute.
2. The Office of Parking and Transportation Services will ensure that drivers comply with the campus parking policies and issue citations for violations.
3. Tennessee Tech Police Department is charged with enforcing traffic rules and regulations, has the authority to issue parking citations, and will assist Parking and Transportation Services when vehicles are given a wheel restraint or towed.
4. All employees and students must register Motor Vehicle(s) and purchase a parking permit in order to park on Tennessee Tech property. Motor Vehicles that are parked on campus without a current parking permit may be issued a parking citation for the violation.
5. No individual is allowed to give, transfer, furnish, or sell a Tennessee Tech parking permit to another individual.
6. Motor Vehicles are to be parked within two (2) marked lines and not protruding into another marked space. Violations of this type may result in a citation being issued.
7. Non-operative vehicles will not be permitted to remain on campus beyond seven (7) days without the written approval from the Office of Parking and Transportation Services.
8. Trailers and boats cannot be parked on campus without the prior written approval from the Office of Parking and Transportation Services.
9. Motor Vehicles or other means of conveyance parked in such a way as to create a traffic hazard, including, but not limited to, blocking dumpsters, wheelchair ramps, sidewalks, crosswalks, and other parked vehicles may be cited for illegal parking and/or may be towed or impounded at the owner's expense.
10. Parking and Transportation Services may issue a temporary parking permit to individuals who have a parking permit on file and who have lost, misplaced, etc. the original hang tag.

B. Parking Zone Enforcement

1. Parking areas are marked by color-coded signs that match the color-coded permits indicating the zone in which a Motor Vehicle may be parked. Zone restrictions are effective and enforced from 7:30 a.m. to 4:30 p.m. Monday through Friday.
2. Zone restrictions are not enforced after 4:30 p.m. or on weekends, but vehicles must have a permit displayed.
3. Motor Vehicles that have not been registered through University Police or the Parking and Transportation Service Office and are not displaying a parking permit may be restrained by the Tennessee Tech with a wheel restraint in order to identify the owner/operator of the Motor Vehicle during the times of zoned parking.

4. Residence Life Parking
 - a. Residence halls and Tech Village parking zones are reserved for Motor Vehicles displaying the residential parking permits twenty-four (24) hours a day. Visitors to residents of Tech Village are permitted to park at the Tech Village community center.
5. Reserved Parking Spaces
 - a. Reserved spaces, including, but not limited to, the President, Police, Facilities, Residential Life Faculty Head, and Hall Directors, are reserved and enforced twenty-four (24) hours a day.
6. Visitor Parking
 - a. Visitor spaces are enforced from 7:30 a.m. to 4:30 p.m. Monday through Friday. These spaces are for visitors to Tennessee Tech and employees and students cannot park in those spaces during this period.
 - b. Official visitor parking permits are available for individuals that are on campus for official business with Tennessee Tech. These permits must be approved by designated Tennessee Tech administrators. An official visitor permit allows the vehicle to park in any legal space on campus that is not specifically reserved.
 - c. Campus visitor permits are required for visitors to park on campus Monday through Friday. Visitor permits allow an individual to park in the reserved visitor parking spaces or the perimeter (purple) color-coded lots on the campus. These permits can be obtained at the Office of Parking and Transportation Services during regular business hours or at the University's Police Department twenty-four (24) hours a day.
7. Time-Restricted Parking
 - a. Thirty (30) minute zones are enforced from 7:30 a.m. to 4:30 p.m. Monday through Friday and are available to anyone for the time allotted.
8. Disabled Parking
 - a. Disabled parking spaces are enforced twenty-four (24) hours a day. These reserved spaces are for individuals that have been issued a state disabled placard or license plate.
 - b. The individual to whom the license plate or placard has been issued must be using the Motor Vehicle in order for the vehicle to be parked in the disabled space. Tennessee Tech will charge the owner of the parking decal or registered owner of the Motor Vehicle the maximum fine allowed by law for improper use of a disabled placard or license plate.
 - c. Individuals that have been issued a state placard or license plate for disabled parking may purchase a Tennessee Tech disabled parking permit. This permit allows the individual to park in any legal parking space excluding reserved parking.
 - d. Pursuant to T.C.A. § 55-21-108, fines for violating the disabled parking law cannot be suspended or waived.

C. Citations and Appeals

1. Parking citations are the responsibility of
 - a. the registered owner of the parking permit and the user of the parking permit; or
 - b. the registered owner of the vehicle in cases where no permit has been issued.
2. Motor Vehicles parked illegally, blocking traffic, or drivers with repeated and/or flagrant parking violations may result in the Motor Vehicle being towed at the owner's expense.
3. Tennessee Tech may revoke an individual's parking privileges for repeated and flagrant parking violations.
4. Tennessee Tech will assess fines in accordance with the Fine Schedule. Fines will not exceed any limits imposed by state law or local ordinances.
5. Students with outstanding parking citations will not be permitted to register at the beginning of the semester until indebtedness is cleared.
6. Any Tennessee Tech student who has received a Tennessee Tech parking citation may appeal the citation within fifteen (15) business days of the date of issue to the designated citation appeals committee. Appeals may be filed through the Tennessee Tech Parking Portal.
7. Any Tennessee Tech employee who has received a Tennessee Tech parking citation may appeal the citation within fifteen (15) business days of the date of issue to the designated citation appeals committee. Appeals may be filed through the Tennessee Tech Parking Portal.
8. Any non-Tennessee Tech employee or student who has received a Tennessee Tech parking citation may appeal the citation within fifteen (15) days of the date of issue to the designated citation appeals committee. Appeals may be filed through the Tennessee Tech Parking Portal.
9. The designated citation appeals committee for students meets regularly during the Fall and Spring semesters. Students are notified of the Committee's decision by an email sent to the student's tntech.edu address.
10. The designated citation appeals committee for faculty, staff, and visitors meets once in the Fall semester and once in the Spring semester, absent good cause. Tennessee Tech employees and visitors are notified of the Committee's decision by email or last known home address.
11. The decision of the designated citation appeals committee may be appealed by submitting a written appeal with all relevant documentation attached within five (5) business days of the notification of the appropriate committee decision to Parking and Transportation Services.
12. A designated administrator not affiliated with Appeals Committee will review the request and communicate his/her decision to the individual making the appeal

within five (5) business days after receiving the written appeal along with all relevant documentation. This notification will be sent to the appellant's email address or to the last known home address. This decision is final.

VI. Liability for Theft or Damage

Tennessee Tech assumes no financial responsibility for theft or damage to Motor Vehicles or their contents when parked or operated on campus.

VII. Interpretation

The Vice President for Planning and Finance or his/her designee has the final authority to interpret the terms of this policy.

VIII. Citation of authority for policy

T.C.A. §49-8-203(a)(1)(D)

Approved by:

Administrative Council:	April 5, 2017; November 6, 2019
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University Assembly:	April 19, 2017;
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Board of Trustees:	June 15, 2017;
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