

Tennessee Technological University
Policy No. 415



Effective Date: July 1, 2017

Policy No: 415

Policy Name: Parking, Traffic, and Safety Enforcement

I. Purpose

The purpose of this policy is to define Tennessee Tech parking, traffic, and safety enforcement.

II. Review

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

III. Definition

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.

IV. Policy

- A.** Tennessee Tech will regulate the use and/or parking of all Motor Vehicles on the campus in accordance with this policy and any applicable rule, regulation, ordinance, or statute.
- B.** 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 by the Tennessee Tech Police Department.
- C.** Parking citations are the responsibility of
 - 1.** the registered owner of the parking permit and the user of the parking permit; or
 - 2.** the registered owner of the vehicle in cases where no permit has been issued.
- D.** Moving violations will be charged to the operator of the Motor Vehicle at the time of the violation.
- E.** No individual is allowed to give, transfer, furnish, or sell a Tennessee Tech parking permit to another individual.
- F.** Parking areas and zones 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 by the Tennessee Tech Police Department from 7:30 am to 4:30 pm Monday through Friday during times when classes are in session.

2. Zone restrictions are not enforced after 4:30 p.m. Motor Vehicles parked on campus after 4:30 pm Monday through Friday when classes are in session must have a parking permit displayed.
3. No permit is required when classes are not in session.
4. Residence halls and Tech Village parking zones are reserved for Motor Vehicles displaying the residential parking permits and are enforced by the Tennessee Tech Police Department twenty-four (24) hours a day. Visitors to residents of Tech Village are permitted to park at the Tech Village community center.
5. Reserved spaces, including, but not limited to, the President, Police, Facilities, Residential Life Faculty Head, and Hall Directors, are reserved and enforced by the Tennessee Tech Police Department twenty-four (24) hours a day.
6. Tennessee Tech Police Department enforces parking in visitor spaces from 7:30 am to 4:30 pm Monday through Friday when classes are in session. These spaces are for visitors to Tennessee Tech and employees and students cannot park in those spaces during this period.
7. Tennessee Tech Police Department enforces parking in thirty (30) minute zones from 7:30 am to 4:30 pm Monday through Friday when classes are in session and are available to anyone for the time allotted.
8. Disabled Parking
 - a. Tennessee Tech Police Department enforces parking in disabled parking spaces 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 on campus, should a disabled space not be available.
 - d. Pursuant to T.C.A. § 55-21-108, fines for violating the disabled parking law cannot be suspended or waived.
9. Temporary and visitor parking permits
 - a. Campus visitor permits are required for visitors to park on campus Monday through Friday when classes are in session. Visitor permits allow an individual to park in the visitor parking when available or the perimeter (purple) color-coded lots on the campus. These permits can be obtained at the Tennessee Tech Police Department twenty-four (24) hours a day.

- 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. The Tennessee Tech Police Department 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.
- G. 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 by the Tennessee Tech Police Department.
- H. Disabled vehicles will not be permitted to remain on campus beyond seven (7) days without the written approval of the Chief of the Tennessee Tech Police Department.
- I. Trailers and boats cannot not be parked on campus without the prior written approval of the Chief of the Tennessee Tech Police Department.
- J. 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 by the Tennessee Tech Police Department for illegal parking and/or may be towed or impounded at the owner's expense.
- K. Motor Vehicles not displaying a parking permit during zoned parking enforcement may be restrained by the Tennessee Tech Police Department with a wheel lock in order to identify the owner/operator of the Motor Vehicle during the times of zoned parking.
- L. Repeated Citations
 - 1. Repeated and/or flagrant parking violations may result in the Motor Vehicle being towed at the owner's expense.
 - 2. Tennessee Tech may revoke an individual's parking privileges for repeated and flagrant parking violations.
- M. Tennessee Tech will assess fines in accordance with the Fine Schedule. Fines will not exceed any limits imposed by state law or local ordinances.
 - 1. Students with outstanding traffic citations will not be permitted to register at the beginning of the semester until indebtedness is cleared.
- N. Traffic Enforcement
 - 1. Operators of Motor Vehicles on Tennessee Tech property must obey all traffic rules, regulations, postings, or directions, regardless of whether the rule, regulation, posting, or direction is included in this policy.
 - 2. The speed limit on all Tennessee Tech streets as well as city streets running through Tennessee Tech are enforced by the Tennessee Tech Police Department. Violations of this may result in the operator of the Motor Vehicle receiving a speeding citation by Tennessee Tech Police.
 - 3. The reckless operation of a Motor Vehicle on the Tennessee Tech campus including, but not limited to, squealing tires, sliding the vehicle, and

operating the vehicle at a high rate of speed are serious safety hazards and strictly prohibited. Operators may be issued a citation by Tennessee Tech Police as well as face disciplinary action for a violation of this nature.

4. Operators of Motor Vehicles are prohibited from overtaking/passing another Motor Vehicle in operation on streets within the Tennessee Tech campus. Violations of this may result in the operator of the Motor Vehicle receiving a citation from Tennessee Tech Police.
 5. Operators of Motor Vehicles must observe and obey all traffic control devices (e.g., STOP signs, traffic lights). Failure to do so may result in the operator of the Motor Vehicle receiving a citation from Tennessee Tech Police for the violation.
 6. Operators of Motor Vehicles must yield the right of way and come to a complete stop for pedestrians in the crosswalks. Operators of Motor Vehicles must also show due care for all pedestrian traffic while operating a Motor Vehicle on the Tennessee Tech campus. Failure to do so may result in the operator of the Motor Vehicle receiving a citation for the violation from Tennessee Tech Police.
 7. Operators of Motor Vehicles must pull to the edge of the roadway and come to a complete stop to yield the right of way to emergency vehicles displaying active lights and/or sirens. Failure to do so may result in the operator of the Motor Vehicle receiving a citation for the violation from Tennessee Tech Police.
- O. Individuals riding bicycles on the Tennessee Tech campus must observe and obey all traffic control devices on all Tennessee Tech and city streets within the Tennessee Tech campus. Failure to do so may result in the operator of the bicycle being issued a citation for the violation by Tennessee Tech Police.

V. Traffic and Parking Citation Disputes and Appeals

- A. Officers of the Tennessee Tech Police Department may issue citations for violations under certain circumstances in either Cookeville City Court for violations of city ordinances or Putnam County General Sessions Court for violations of state laws. Individuals that receive a City Court or General Sessions Court citation must either appear in court on the court date listed on the citation or pay the citation fine if appearance in court is not required.
- B. Any Tennessee Tech student who has received a Tennessee Tech traffic and/or parking citation may appeal the citation within fifteen (15) business days of the date of issue to the Student Traffic Appeals Committee. Appeals may be filed through the Tennessee Tech Police Department Parking Portal.
- C. Any Tennessee Tech employee who has received a Tennessee Tech citation for traffic and/or parking violation may appeal the citation within fifteen (15)

business days of the date of issue to the Faculty and Staff Traffic Appeals Committee. Appeals may be filed through the Tennessee Tech Police Department Parking Portal.

- D.** 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 Faculty and Staff Traffic Appeals Committee. Appeals may be filed through the Tennessee Tech Police Department Parking Portal.
- E.** The Student Traffic Appeals Committee 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. The Faculty and Staff Traffic Appeals Committee meets once in the Fall semester and once in the Spring semester, absent good cause. Tennessee Tech employees are notified of the Committee's decision by an email sent to the employee's tntech.edu address or last known home address.
- F.** The Student Traffic Appeals Committee and the Faculty and Staff Traffic Appeals Committee decisions may be appealed to the Vice President for Student Affairs by submitting a written appeal with all relevant documentation attached within five (5) business days of the notification of the appropriate committee decision.
- G.** The Vice President for Student Affairs will 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 tntech.edu email address or in case of former employees, to the last known home address. The decision of the Vice President for Student Affairs 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 President 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

University Assembly: April 19, 2017

Board of Trustees: June 15, 2017