



**TENNESSEE
STATE UNIVERSITY**
Parking and Traffic Services

PARKING AND TRAFFIC REGULATIONS

Policy No. 8.04

A. Purpose

Parking and traffic policies are applicable to all students, faculty and staff, contractual employees, and visitors to Tennessee State University's campuses. Students are required to comply with this policy as a condition of attendance at Tennessee State University. Faculty, staff and contractual employees are required to obey them as a condition of employment or contractual agreement. Violation of parking and traffic policies subjects the vehicle to be ticketed and towed at the owner's expense.

B. Definition of Terms

1. Campus – Shall refer to all property owned or controlled by Tennessee State University, upon which the buildings and/or facilities that comprise Tennessee State University are located.
2. Lawn – Any landscaped area, grassed area, or part of University grounds that is not covered by a building, sidewalk, street, or parking lot.
3. Motor Vehicle – Any device in, upon, or by which any person or property is or may be transported upon a highway, except devices which are moved by human power or are operated upon fixed rails or tracks. "Motor vehicles" and "vehicle" include automobiles, trucks, motorcycles, motorbikes, hoverboards, and other motor-powered vehicle/device operating on land.
4. Offense – An offense is committed each time a vehicle is parked in violation of a parking regulation, commencing with the issuance of the first citation, or each time a parking or traffic violation occurs.
5. Parked, parking – The standing of a vehicle upon a street or parking area, or grounds, whether the motor is running or not, with or without the occupancy of its driver, other than temporarily for the purpose of and while actually engaged in loading and unloading.
6. Parking Area – Any place or area set aside, marked, posted or intended for parking of vehicles.
7. Registration – Acquiring a Tennessee State University parking permit and properly displaying that permit on the vehicle.
8. Service Vehicle – Any Tennessee State University-owned vehicle or commercially owned vehicle used for the purpose of delivery, maintenance, repairs or servicing the University.
9. Loading Zone – Those areas posted or marked for the use of service vehicles servicing the University in loading and unloading.
10. Restricted Parking – The parking area set aside for the parking of vehicles bearing the particular permit for which that area is posted and reserved.
11. Commuter Parking – The parking area set aside for the parking of vehicles for non-resident students.

C. General

1. The motor vehicle laws of the State of Tennessee are in effect on campus and other Tennessee State University property.
2. Faculty, staff, students, contractual employees, and visitors are expected to know and comply with the State motor vehicle laws, the traffic ordinances of Metropolitan Nashville-Davidson County, and the Tennessee State University Parking and Traffic Regulations.
3. The maximum speed limit on all campus drives, roads and streets is 15 mph unless otherwise posted.
4. The driving of vehicles on campus sidewalks and lawns is prohibited except when special permission has been granted by the Parking and Traffic Services Office, Campus Police or Facilities Management Department for emergency conditions in which Parking and Traffic Services will be notified.
5. Pedestrians shall be given the right-of-way at all crosswalks or when in compliance with existing traffic controls.
6. The moving of or driving around an authorized barricade shall not be permitted.
7. Operators of vehicles shall comply with all traffic signs directing the movement of vehicles in parking lots and streets at the University.
8. The Gentry Center Complex and Indoor Practice Facility parking lots will be utilized for overflow parking. Shuttle services will be available through Facilities Management.
9. Parking of vehicles, motorcycles and small cars in odd-shaped spaces or areas not marked for parking is prohibited.
10. Disabled spaces are enforced 24 hours, 7 days per week. A TSU-issued disabled permit is required along with a state-issued disabled placard to park in disabled parking space on university property.

D. Vehicle Registration

1. Students, faculty and staff who own and/or operate a vehicle on campus must register the vehicle with the Parking and Traffic Services Office. Information for vehicle registration is available at the Parking and Traffic Services Office website (www.tnstate.edu/parking).
2. The registrant of a parking permit will be responsible for parking violations received on any vehicle bearing his/her parking permit. Permits may only be used by the permit holder registered with Parking and Traffic Services.
3. The acceptance by any person of a parking permit (hangtag or decal), whether temporary or permanent, shall constitute the acceptance of the rules and regulations, ordinances, and/or laws governing the safe and responsible operation and parking of a vehicle on the campus or property of Tennessee State University.
4. A vehicle is not considered registered unless the assigned parking permit (hangtag or decal) is properly displayed in the vehicle.
5. Students must be registered for classes and registration confirmed before obtaining a parking permit. The general access fee pays for a student's first parking permit.

6. Failing to register a vehicle(s) or to display a current parking permit thereon is subject to denial to access the campus, a citation or towing of vehicle at owner's expense.
7. Registration of any vehicle shall be in only one name.
8. Providing erroneous information when registering a vehicle is subject to a penalty.
9. Altering or counterfeiting any parking permit shall be subject to a penalty.
10. Upon issuance of a new license plate, the person in whose name a vehicle is registered at the University shall report the new license number to the Parking and Traffic Services office within seven (7) days after issuance.
11. The fee for faculty/staff general parking permits (hangtags) per academic year is \$60.00. This is also applicable to contractors, temporary employees and employees of contracted services on campus. Payment of fees will be made online or in the Bursar's Office located in the McWherter Administration Building (Main Campus). A cashier's receipt or online receipt must be presented when obtaining a parking permit.

E. Expiration

1. Parking permits are valid from September 1 to August 31 of each year unless otherwise stated.
2. Parking permits will be issued at the Parking and Traffic Services Office or other designated locations.
3. All automobiles on Tennessee State University campuses are required to be registered and display a current parking permit.
4. Expired parking permits should be removed and destroyed before new permits are displayed.

F. Permits

1. A vehicle is not considered properly registered unless the assigned parking permit (hangtag or decal) is properly displayed in the vehicle.
2. Parking permits must be clearly visible and unobstructed on the vehicle to avoid receiving a citation and/or towing.
3. Motorcycle permits should be affixed to the front or rear of the motorcycle and be clearly visible.
4. Student parking decals must be properly affixed to the inside front windshield in the lower left corner (driver's side) by midnight of the first Friday of the week that classes begin. The decal must be permanently affixed to the vehicle to be valid.
5. Faculty, staff, and administrators parking permits must be properly hung on the front rearview mirror and properly displayed no later than the third workday after becoming a staff member.
6. Improperly displayed parking permits or failure to display a current parking permit will be considered a parking violation and will be cited accordingly.
7. All parking permits are the property of Tennessee State University. No vehicle may be parked on university property unless the appropriate parking permit is properly displayed. Permits are to be returned immediately upon termination of employment, when a student is no longer registered for classes, or at the request of the University.
8. Students, faculty and staff are at no time considered visitors and may not utilize visitor permits or visitor parking spaces. Violators are subject to disciplinary actions and/or fines.

9. Parking permits are **NOT** transferable from person to person. Any citation(s) issued under the permit is the responsibility of the permit holder regardless if someone else was in possession of the permit or vehicle. However, parking permits are transferrable to any other vehicle owned or operated by the permit holder provided they have registered the vehicle in the parking management system.
10. Upon proof that the original parking permit has been lost, stolen or destroyed, a replacement permit will be issued upon payment of a replacement fee.
11. Individuals registering for a parking permit and intending to park in a disabled parking space on campus must provide a copy of their state-issued disabled placard and official documentation to show the placard is issued in their name. The TSU disabled parking permit and the state-issued disabled placard must be hung together on the rear view mirror of the vehicle. Note: The TSU disabled permit must be placed in front of the state-issued disabled placard.

G. Parking Regulations

Parking privileges in University-owned parking lots on campus are available upon application to eligible members of the faculty, staff, contractual employees, student body, or visitors, subject to provisions set forth.

1. Parking on Campus
 - a. Faculty, staff and students are required to register their vehicles with the Parking and Traffic Services Office within three (3) days after their vehicle is brought on campus. Not registering the vehicle may prevent access to campus.
 - b. Students residing on campus are to use only the restricted resident hall parking areas assigned to them.
 - c. The responsibility for finding a legal parking space rests with the operator of the vehicle. The inability to locate a convenient parking space is not an excuse for violating University parking regulations.
 - d. The acceptance of a parking permit, temporary or permanent, by any individual shall constitute the acceptance of the responsibility to observe and abide by all parking regulations.
 - e. The University reserves the right to temporarily close any campus parking lot area for University purposes which will make them temporarily unavailable to permit holders. In such instances, advance notice shall be given when possible.
 - f. Vehicles parked in disability spaces must properly display a state-issued placard or license plate as well as a TSU parking permit or visitor parking placard.
2. Illegal Parking
 - a. Parking is prohibited any place on campus other than those areas which have been designated for parking and/or identified by signs controlling their use.
 - b. Parking is prohibited at or in crosswalks, building entrances, fire hydrants, fire lanes and other areas posted "No Parking" or "No Parking at Any Time" or marked by yellow lines or yellow painted curbs. Vehicles in violation may be ticketed and towed away at the owner's expense.
 - c. Taking a vehicle into any University building is prohibited except where a shop or

garage is specifically designated for the purpose of vehicle repair or storage.

d. Fire lanes/zones must always be kept clear to allow appropriate response from emergency personnel if necessary. Fire lanes on the University campuses are designated by one or more of the following ways:

- 1) "Fire Lane" painted on the pavement
- 2) Signage indicating "Fire Lane"
- 3) Yellow painted curbs, or
- 4) Yellow painted diagonal lines on pavement.

3. Improper Parking

- a. Motorists cannot park by backing in or head on positions.
- b. Parking over or across stall marker lines, where such lines are provided, is subject to penalty for improper parking.
- c. Parking without the appropriate permit in all lots is subject to penalties, which may include fines, ticketing, and towing.
- d. Tennessee State University assumes no liability or responsibility for damage to any vehicle parked in any University parking area.

4. Visitors Parking

- a. All visitors are required to obtain a visitor's parking permit. Occasional visitors on campus shall come by the Parking and Traffic Services Office or visit the security booth located at the intersection of John A. Merritt and 33rd Avenue North to register their vehicles and to receive a visitor permit and information on parking.
- b. Visitors who have frequent occasion to visit the campus on business may apply for a visitor's parking permit. The application should be written in form (it shall be the discretion of the Associate Vice President for Administration whether or not these visitors qualify for a fee waiver).
- c. Visitors enrolled in short courses for more than a week in duration should be considered as students and should purchase a special parking permit.
- d. Visitor parking permits must be placed on the dashboard on the driver's side of the vehicle, clearly visible and unobstructed to be properly displayed.

5. University Owned Vehicles

- a. Operators of university-owned vehicles are subject to all University parking and traffic regulations.
- b. Such vehicles are not required to display a university parking permit, unless not clearly identifiable. These vehicles may be parked in any of the parking lots but cannot occupy a reserved space unless conducting university official business.
- c. Parking of an authorized vehicle in an unauthorized area will subject the violator to a penalty and/or having the vehicle towed away.

6. Reserved/Gated Parking Spaces

- a. University faculty, staff and contractors are eligible to park in reserved spaces and gated parking lots.
- b. Reserved and gated parking spaces are assigned to an individual for that particular lot. Having a reserved or gated parking permit does not authorize a person to park in another reserved or gated parking space. Parking in a reserved or gated lot can result in vehicle being cited and/or towed. If an individual has a reserved parking space in one lot
- c. All reserved parking spaces are assigned and cannot be shared or permission given to another individual to occupy that reserved parking space, even if the owner of the reserved parking space agrees.
- d. Reserved and gated parking spaces are reserved during the hours of 7:00 am to 5:00 pm, Mondays – Fridays. Reserved and gated parking spaces are open for general parking from 5:00 pm to 7:00 am the next day and on weekends unless otherwise noted.
- e. A few parking spaces are reserved 24 hours, seven days a week. Parking in these spaces will result in a citation and automatic towing of vehicle at the owner's expense.

7. Damaged or Abandoned Vehicles:

Any vehicle that is inoperable because of missing or damaged parts, does not display a current license plate or university-issued parking permit, or does not appear to be operable; and is left in such condition for more than two (2) days, shall be considered abandoned and towed at owner's expense. Notice of towing shall be posted prominently on the vehicle on the driver's side of the front window, on the rear windshield or on the driver's side window.

8. Construction Parking

The following construction parking policies will facilitate parking during construction projects.

- a. All vehicles, including company vehicles, are required to display valid Tennessee State University parking permits.
- b. Vehicles parked on university property are subject to all parking and traffic regulations.
- c. Distribution of parking permits will be coordinated through Parking and Traffic Services department.
- d. It is the general contractor's responsibility to inform all contractor employees and subcontractors of the parking arrangements on university property. Parking for subcontractors will be part of the initial arrangement made with the general contractor.
- e. Staging areas, which restrict or use parking lots and/or parking lot access must be coordinated with Parking and Traffic Services prior to approving staging plans. Parking and Traffic Services will work with Facilities Management to identify any alternatives. Parking lots should be used for construction staging only when all other areas have been proven unusable.
- f. Staging areas located in parking lots must be clearly marked and designated by construction barriers including signage placed at all entrances.
- g. Citations received for improper parking on campus are the responsibility of the individual the vehicle is registered to or unless the company wishes to pay for the citation. Instructions to appeal a citation are included on the citation itself.

- h. Contractor employees or subcontractors are required to park off-site or in approved designated parking lots/areas.
9. Loading/Unloading

Persons who are loading or unloading equipment may be permitted to do so provided that Parking and Traffic services notified in advance. The length of time should be no more than 15 minutes unless otherwise approved by Parking and Traffic Services.

H. Fines

All parking citations must be paid prior to class registration. A registration hold will be placed on student account with an outstanding balance.

- 1. Reckless driving and speeding:
 - a. 1st Offense - \$50
 - b. 2nd Offense - \$100
- 2. Failing to yield to pedestrians at a crosswalk:
 - a. 1st Offense - \$15
 - b. 2nd Offense - \$30 or greater
- 3. Registration violation: no sticker or fraudulent registration:
 - a. 1st Offense - \$25
 - b. 2nd Offense - \$50 or greater
- 4. Driving over or parking on lawn, curbs, and walkways:
 - a. 1st Offense - \$50 or greater
 - b. 2nd Offense - \$100 or greater
- 5. Parking within ten (10) feet of a fire hydrant:
 - a. 1st Offense - \$15 or greater
 - b. 2nd Offense - \$30 or greater
- 6. Parking in a "No parking" area or reserved area:
 - a. 1st Offense - \$25
 - b. 2nd Offense - \$50 or greater
- 7. Blocking drive, walkway, door, or traffic:
 - a. 1st Offense - \$25 or greater
 - b. 2nd Offense - \$50 or greater
- 8. Improper parking (backed in, or not between lines, etc.)
 - a. 1st Offense - \$25 or greater
 - b. 2nd Offense - \$50 or greater
- 9. Disabled Parking violation: \$200.00
Note: Each Offense – the fine for the offense of illegal use of a parking space designated as disabled/handicapped parking is established by statute. It will be adjusted and posted in University publications as necessary to remain in compliance with state law.
- 10. Parked or Blocked Fire Lane:
 - a. 1st Offense - \$50 or greater
 - b. 2nd Offense - \$100 or greater
- 11. Failure to Display Parking Permit
 - a. 1st Offense - \$25
 - b. 2nd Offense - \$50 or greater

12. Receiving three (3) citations within a period of one semester may result in suspension of the operator's privileges of operating or parking his/her vehicle on campus for the remainder of the school year. The vehicle involved will be placed on a towing list and subsequently towed from campus anytime it is parked on campus during the period of suspension. A letter acknowledging such a suspension, or further violations after the suspension is effective, will be sent to the appropriate dean or supervisor of the person involved.
13. Once a parking citation has been issued, removal of the citation by blowing or falling off the vehicle or by the action of another person or persons does not absolve the vehicle's owner or authorized driver from responsibility for the violation.

I. Collection of Fines

1. All fines must be paid at the Bursar's Office during the hours of 8:30 am to 3:30 pm Monday through Friday unless the university is operating on a special schedule. Fines may also be paid online through the individual's parking account.
2. Fines assessed against students, unless paid as herein provided, will be charged to the individual student's account with the University and treated in the same manner as any other debt due to the University.
3. Fines assessed against faculty, staff other employees, unless paid as herein provided, will result in collections.

J. Failure to Pay Fines

1. A student cannot register for classes, receive grades or transcripts until all outstanding obligations to the University are paid. The amount of the penalty may be added to the student's fees at registration.
2. The amount of the fine may be deducted from the paycheck of the University employee, pursuant to the Tennessee Board of Regent's guidelines.
3. Habitual and flagrant violators of the regulations will be referred to the Office of Student Judicial Conduct office.

K. Appeal of Parking/Traffic Citation

Appeals

Filing an appeal to a citation allows the individual to demonstrate the citation is invalid. The person filing an appeal will assume the burden of showing why the appropriate enforcement action should not have taken place.

Initial Review of Appeal

The first level of review of an appeal is with the appeals officer within the Parking and Traffic Services Office. The appeals officer shall review all appeals filed online that meet the ten (10) day deadline. Appeals filed with the appeals officer will be reviewed within 15 working days, or 30 working days during major special events.

Parking and Traffic Committee

The second level of appeal is with the university's Parking and Traffic Committee. The committee consists of representatives from the faculty, staff, and the student body. This committee has been established to review appeals that have been denied or reduced by the appeals officer. The Parking and Traffic Committee shall set forth the grounds on which the appealing party believes the decision was improper or inequitable.

An appellant whose appeal has been denied or reduced may file a second appeal online to the Parking and Traffic Committee within ten (10) days of the date of the appeals officer's decision. Second appeal requests must include all information required in the initial appeal plus any additional information the appellant wishes to include. Final disposition by the committee shall be understood to mean a ruling in which the committee affirms, modifies, or reverses a decision of the appeals officer. The decision of the Parking and Traffic Committee is final. The appellant will receive the decision of the committee via email.

L. Towing Policy

Tennessee State University reserves the right to remove any vehicle that is in violation to Tennessee State University parking rules and regulations. The towing of a vehicle may occur without warning, even if the violator has no previous violations. Parking and Traffic Services and Campus Police are authorized to remove, at the owner's expense, vehicles from University property under the following circumstances:

- When a vehicle is unattended or left under circumstances which indicate it has been abandoned.
- A vehicle parked in a reserved spaced and the authorized user requests the vehicle be removed.
- A vehicle parked on a surface not specifically marked for legal operation of a vehicle (examples: grass areas, sidewalks, etc.)
- A vehicle improperly parked so as to interferes with or impedes:
 - Flow of vehicle or pedestrian traffic;
 - Use of parking facilities, buildings, loading docks or dumpsters;
 - The operation of emergency vehicles and/or equipment (examples: fire lane, blocking a fire hydrant; or
 - The provisions of services (Facilities Management, Parking Services) for essential repairs.
- When a vehicle displays a lost/stolen or forged/altered permit;
- When a vehicle is determined to have three (3) or more unpaid parking citations; or
- When a vehicle needs to be moved for special events or in the case the vehicle may cause a safety issue at an event.

M. Motorized Vehicle Usage on Campus

Electric Personal Assistive Mobility Devices (EPAMDs, aka. Segways)

1. Operation:
All EPAMDs must be operated in a safe and respectful manner and in compliance to the rules and regulations contained in this policy.
2. Registration:
Registration of all EPAMDs (aka. Segway, Electronic Boards and Motor Chairs) users is required for all users, including students, visitors and employees and will include a letter to operate to be carried by the operator of the EPAMD.

At the time of registration, students and visitors shall request a copy of the written safety procedures and will be required to sign a document stating that they have received the registration and procedures. For individuals who use their own EPAMD on University business (e.g. traveling between classes), registration and hands-on training for these individuals is required.

At the time of registration, University employees who may be using a University-controlled and owned EPAMD as a part of their job responsibilities will receive hands-on training by Transportation Services or the designee by Emergency Management.

3. Regulations:
These devices are restricted to sidewalks only, but shall use crosswalks to cross roads.

The riding of EPAMDs inside buildings is prohibited, except as specifically authorized by the President or designee. They shall be stored in areas that do not block egress or access. They are not permitted to be stored in building lobbies, stairwells, stair towers, corridors and ramps

inside or outside of buildings or lined parking spaces. EPAMDs may be walked inside buildings to approved and designated storage and/or charging areas.

Tennessee State University will consider the request of any faculty, student, or staff person wanting to use the EPAMD inside of buildings as a reasonable accommodation under the Americans with Disabilities Act (ADA) and the Rehabilitation Act of 1973. Students seeking to use an EPAMD inside a building as a reasonable accommodation must contact the Office of Disability Services (ODS), which is located in Kean Hall (615-963-7400) to provide the appropriate information in connection with the accommodation request. Faculty and staff shall contact the Office of Equity and Inclusion to seek an accommodation.

4. Operation of EPAMDs for Students, Faculty and Staff:
Regarding operating speeds, persons shall operate at a speed that is reasonable and prudent under the conditions having regard to the actual and potential hazards then existing.

When in use between sunset and sunrise, EPAMDs shall be equipped with - on the front, a lamp, which emits a beam of white light intended to illuminate the operators path and visible for a distance of at least 500 feet to the front, a red reflector facing to the rear which shall be visible at least 500 feet to the rear and amber reflector to each side. A lamp or lamps worn by the operator shall comply with these requirements.

Operators shall not wear or use headphones or earphones except one earphone for a cellular telephone may be worn.

5. Responsibilities:
The Office of Parking and Traffic Services will be responsible to coordinate the registration of EPAMDs used on campus and maintain registration records. The Office of Parking and Traffic Services will jointly develop written safety procedures with Environmental Health and Safety, Emergency Management and University Police and provide training on safe use of EPAMDs.

Risk Management will compile and follow-up as appropriate all non-employee accident reports involving EPAMDs and provide EHS with copies.

Environmental Health and Safety (EHS) will review all procedures and reports to periodically monitor incidents, trends and usage of items under this policy, including EPAMDs, and recommend appropriate changes.

Supervisors (department chairs, faculty and other employees with direct oversight of University employees, including students) will ensure that each employee or student under their supervision or oversight who uses an EPAMD on campus will comply with the registration, training and usage requirements of this policy. This also includes the reporting of all accidents to University Police or Worker's Compensation reports, if injured at work.

Operators of EPAMDs on Tennessee State University property will ensure that they register these units and follow the use requirements of this policy.

For students and visitors, the Office of Disability Services (ODS) will be the office responsible for maintaining documentation pertaining to requests to use EPAMDs inside buildings as specified herein.

For employees, the Office of Equity and Inclusion will be responsible for maintaining such documentation.

The Coordinator of ADA Programs in the Office of Disability Services will be responsible for maintaining documentation pertaining to requests to use EPAMDs inside buildings as specified herein.

6. Hoverboards are not permitted to be stored on campus.

N. Skateboards, Scooters, In-Line Skates/Roller Skates, and Similar Devices

The use of skateboards on campus is prohibited except in designated areas. Roller skates, in-line skates, scooters (excluding medical), sleds, and similar coasting devices are not vehicles and are prohibited in roadways. Persons on such devices are pedestrians for traffic control purposes and may be cited for applicable violations of the Pennsylvania Vehicle Code.

Regulations:

No person shall coast or ride upon any roller skates, in-line skates, scooter, sled, or similar device upon any roadway, parking area, or bicycle route, or within any building on the campus. Nor shall any person coast or ride upon any sled or similar device upon any sidewalk or improved surface used only for pedestrian traffic. Persons may coast or ride upon roller skates, in-line skates or scooters on sidewalks, provided they yield the right-of-way to pedestrians on foot. No acrobatics of any kind are permitted.

Students or employees violating these regulations are subject to disciplinary actions or fines by the University. Any other persons violating these prohibitions may be cited for Criminal Trespassing for continued or repeated violations of these regulations on the campus.

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