



Category
PARKING & TRAFFIC – 5:10:08:00
Approval
Corresponding Policy: Student Disciplinary Policy – Part 5 – 3:02:00:05
Leadership Council Approved: July 28, 2017
Effective Date/Approved: July 28, 2017
Revised: March 22, 2016. This policy replaces the Employee Auto Registration & Parking Facilities Policy, 5:10:08:00, dated July 25, 1995 and reviewed February 20, 2007, with an effective date of August 1, 2016. Policy number reverted back to 5:10:08:00 on July 28, 2017; editorial update July 1, 2018
Responsible Party: Director, Public Safety; Director, Facilities; Comptroller

PURPOSE

The purpose of this policy is to facilitate the orderly and efficient flow of traffic on all campuses, to provide a safe atmosphere for both pedestrians and motor vehicle operators, and to provide order with regard to parking within limited space.

I. Parking Permit Hangtags

- A. Parking permits enhance campus safety and allow the college to better serve its population.
- B. Permits are required at Motlow State Community College because of their many benefits, including the following:
 - 1. Formally authorize students, faculty, and staff to park regularly on Motlow State Community College property
 - 2. Protect accessible or visitor parking spaces from unauthorized use by students/employees
 - 3. Identify the owner of a vehicle in an emergency, if lights are left on, engine running, etc.
 - 4. Allow the college to contact vehicle owners who park in fire lanes
 - 5. Assist the college in identifying owners of vehicles that are victims of hit-and-run accidents
 - 6. Denote authorization for vehicles permitted access to restricted areas
 - 7. Promote the college's identity when vehicles are off campus and around the community

II. Applicability

- A. Those required to display a Motlow State Community College parking permit hangtag on vehicles parked at any campus:
 - 1. All for-credit students, both full-time and part-time
 - 2. All part-time and full-time employees, including staff and full-time faculty
 - 3. Adjunct faculty
 - 4. Temporary employees

- B. Those NOT required to display a Motlow State Community College parking permit:
 - 1. Non-credit students
 - 2. Campus visitors

III. Display of Parking Permits

- A. All Motlow State Community College parking permit hangtags shall hang from the inside rearview mirror of the registered vehicle, and shall be visible from the front windshield.
- B. For motorcycles or any vehicle without a rearview mirror, please consult with the Director of Public Safety regarding proper placement.

IV. Registration of Automobiles/Permits

- A. Motlow State Community College requires the registration of vehicles and/or the issuance of parking permit hangtags on campus for the purpose of effective enforcement of campus traffic and/or parking regulations.
- B. It is the individual's responsibility to ensure that the parking permit hangtag is properly used and displayed and to ensure that rules and regulations relative to operating a vehicle on college property are obeyed, regardless of to whom the vehicle is registered.
 - 1. All for-credit students, both full-time and part-time, who expect to operate and park a privately owned vehicle on campus must register the vehicle with the Business Office and obtain an official parking permit hangtag. Registration of the vehicle is done through MyMotlow.
 - 2. All part-time and full-time employees, including staff and full-time faculty, who expect to operate and park a privately owned vehicle on campus must obtain an official parking permit hangtag.
 - 3. All adjunct faculty and temporary employees who expect to operate and park a privately owned vehicle on campus must obtain an official parking permit hangtag.
- C. The Business Office shall have responsibility for tracking all parking permit hangtags.
- D. In the event that multiple vehicles are used on a regular basis, a second parking permit hangtag can be requested at no cost.
- E. In a situation when a non-registered vehicle is necessary for a limited time, including a single day, the individual must secure a temporary parking permit in order not to be subject to a charge for parking violations.
- F. Visitor and temporary parking permits may be obtained from the Business Office.

V. Cost of Permits

- A. There is no cost for a parking permit hangtag for students, faculty or staff.
- B. If multiple vehicles are used on a regular basis, a second parking permit hangtag can be requested at no cost.
- C. Replacement parking permit hangtags will be available at a cost of \$1.00 each.

VI. Designated Areas for Parking

- A. Designated parking areas are identified by appropriate signage for faculty, staff, students, and visitors. Students, faculty, staff, and visitors should park only in the appropriately designated areas.

- B. Vehicles are not to be parked at any time in loading areas, in parking area entrances, on sidewalks, in places with signs indicating parking restrictions, or so as to block roadways, fire lanes, or the movement of any other vehicle.
- C. Designated parking areas are provided for anyone with a state-issued or MSCC-issued accessibility placard/tag. A special parking hangtag for students with disabilities is available from the Office of Disability Services upon the recommendation of a physician or based on an evaluation by the Office of Disability Services.

VII. Traffic Laws

All State of Tennessee motor vehicle laws are applicable on all Motlow State Community College sites 24-hours a day. These laws include, but are not limited to:

- A. Vehicles must yield the right-of-way to all emergency vehicles by pulling over and coming to a complete stop.
- B. Pedestrians have the right-of-way. Motorists must yield the right-of-way to all pedestrians.
- C. All vehicles must come to a complete stop at intersections where stop signs are located, painted on streets, or mounted on posts.

VIII. Enforcement: Fines/Penalties

- A. For employee or student vehicles found to be in violation of this policy, the Public Safety department may assess a fine.
 - 1. The first and second parking violation, during each academic year, except disabled parking violations, will result in a \$10.00 charge for each violation.
 - 2. The charge for each regular violation thereafter will be \$20.00.
 - 3. The fine for parking violations in areas designated for individuals with disabilities is established by statute T.C.A. § 55-21-108 and will be adjusted as required to remain in compliance with state law.
- B. Failure to resolve parking violations by payment in the Business Office or by appeal will result in an official hold being placed on all student records. Students, therefore, will neither be able to receive their grades for the current semester nor register for subsequent semesters.

IX. Appeals

- A. Any student may appeal his or her notice of a vehicle parking violation to the Dean of Students.
- B. Appeals must be made within one (1) week of the time of the citation for the violation.
- C. Ignorance of parking regulations will not be considered as a reason for appeal.
- D. The decision of the Dean of Students is final.

X. Exceptions

Exceptions may be granted with special circumstances on a case-by-case basis as approved by the President.

This policy is promulgated pursuant to, and in compliance with, Rule 0240-02-03-.05 Traffic and Parking of the Rules of the Tennessee Board of Regents State University and Community College System of Tennessee. To the extent that a conflict exists between this policy and TBR rule, policy and/or applicable law(s), the TBR rule, policy and/or applicable law(s) will control.