



# 2018-2019 Vehicle and Parking Regulations



The rules and regulations contained herein have been formulated in order to best utilize the roadways and parking areas for the benefit of the Tusculum University community, including students, staff, faculty, guests, vendors, and visitors; to assure access at all times for emergency response personnel, and support vehicles; and to promote the safety and welfare of persons and property in on or about the University. The University is not responsible for losses due to theft or damage to vehicles while on University property.

*Vehicle Registration Hangtag is to be placed on the rearview mirror of the vehicle (front facing toward the front of vehicle)*

### PARKING REGULATION QUICK REFERENCE

For the privilege of utilizing the roadways and parking areas of Tusculum University, the user agrees to abide by the rules and regulations formulated in order to best utilize resources for the benefit of the Tusculum University community, including students, staff, faculty, guests, vendors, and visitors. Those rules and regulations can be found in full at <http://web.tusculum.edu/safety/wp-content/uploads/2015/09/2015-2016-Tusculum-University-Motor-Vehicle-Regulations.pdf> ; however, the following quick reference is provided for your use.

Tusculum University welcomes you to our beautiful campus—which has been designed as a walking campus for everyone to enjoy. For this reason, having a parking permit does not guarantee availability of a parking space in the immediate vicinity of your residency, class or office/workplace; however, ample parking exists on the perimeter of the campus making it accessible to all. The responsibility for finding a permissible parking space lies with the vehicle operator. **Inability to find a permitted parking space close to your destination will not be accepted as justification for violating any of the parking regulations** which shall be strictly enforced.

#### Designated Parking Areas (24 hours per day, 7 days per week)

**STUDENTS**—Red Lined Spaces      **FACULTY, & STAFF**—Yellow Lines      **OPEN PARKING**—White Lines

#### No Parking is Permitted Anytime In The Following Areas

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| <ul style="list-style-type: none"> <li>• In any visitor space (outside visitors only)</li> <li>• In any designated fire lane (yellow curb or hash marks)</li> <li>• <b>In front of (or alongside) fire hydrant</b></li> <li>• <b>In or adjacent to construction/work area or entrance</b></li> <li>• <b>On any campus roadway</b></li> <li>• On the side of any campus roadway</li> <li>• <b>In any driveway/loading area</b></li> </ul> | <ul style="list-style-type: none"> <li>• In handicap areas w/o state issued permit</li> <li>• <b>So as to create an open and obvious hazard</b></li> <li>• <b><u>In Facilities Management’s Lot</u></b></li> <li>• <b><u>On any grass or unpaved area</u></b></li> <li>• <b>On any sidewalk, path or crosswalk</b></li> <li>• <b>Designated reserve space (Applicable 24 Hours)</b></li> <li>• <u>In any cul-de-sac (only used for 15 minute load/unload)</u></li> </ul> |
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**Bold type - Vehicles parking in these areas will automatically be ticketed and TOWED at owner’s expense.**

*Vehicles parking in these areas will automatically be ticketed and BOOTED.*

#### General Notes

**REGISTRATION** Faculty, Staff, and Students may obtain vehicle hangtags from Campus Safety and **must** register all vehicles they may be driving to avoid citation for an unregistered vehicle. Registration is completed at: <https://web.tusculum.edu/forms/safety/vehicle.php>. You will need your driver’s license, vehicle registration, and vehicle insurance to register.

**GUEST/ TEMPORARY PARKING** Guest passes are available through Campus Safety 24 hours a day on all 7 days of the week. Individuals parking without parking passes are subject to ticket and boot.

**APPEALS** If in fact you are issued a parking ticket, you may submit a written appeal at the Student Success office **within 72 hours** of the issuance of the citation. When writing out an appeal, please remember to keep it brief and address the issue. Avoid abusive, abrasive, sarcastic, or profane language. Also, note that indicating a lack of available proximate (close-in) parking, is not necessary, as the board is aware of the parking conditions on our walking campus. **All fines are payable at the business office within 30 days of receiving a citation** to avoid late fees.

**PARKING BANS** During community events or inclement weather, parking in certain areas may be banned to allow for the accommodation of guests and/or enhanced safety. **Refusal to cooperate with temporary parking bans will constitute a violation and could result in vehicle being towed at owner’s expense.**

## **Motor Vehicle Regulations**

### **I. Authority/Jurisdiction**

The Tusculum University Board of Trustees empowers the President of the University with the day to day administration of the University. To achieve this responsibility, the President has delegated the management of the traffic and parking system to the Chief of Facilities Management and Campus Safety who supervises the Chief of Campus Safety. The Chief of Campus Safety facilitates the traffic and parking system through Campus Safety personnel who directly implement the program. The President has also delegated the independent review of student infraction appeals to the Dean of Students.

In order to better serve the Campus community, Tusculum University Campus Safety Officers are responsible for the enforcement of Tusculum University policies, regulations and procedures.

### **II. Definitions**

**Campus:** All property controlled by Tusculum University, including but not limited to lands and facilities owned, leased, or rented by the University, its staff, agents, or officers.

**Campus Safety Office:** Located in the Niswonger Commons facility central to the residential campus.

**Motor Vehicles:** All self-propelled vehicles, including, but not limited to, trucks, vans, automobiles, motorcycles, mini-bikes, scooters, etc. regardless of fuel source.

**Service Vehicles:** Vehicles authorized by the University and actively engaged in providing service on or about campus buildings or grounds.

**Students:** All persons who have enrolled at Tusculum University from the time of their initial enrollment through their graduation or official withdrawal from the institution (including periods when classes are not in session or the individual is not registered for coursework – students are required to park in their designated student area throughout the year, including University holidays and the summer period). Spouses of students are considered to be students, even though they may not be enrolled at the University, so they must restrict their parking to the area designated by the Student's permit.

**Employees:** All full-time or part-time members of the staff or faculty, and designated non-student employees of University vendors (e.g. Sodexo). Outside contractors will need to make special arrangements through the Business, Facilities Management, or Campus Safety offices for campus access and parking privileges.

### **III. Motor Vehicle Registration**

#### **A. General Registration Procedures**

1. All Tusculum University students, faculty, staff, administration, and University designated vendor employees are required to register any motor vehicle they own or control which is operated on University property regardless of the length of time they are on campus.
2. Registrants should go to <http://web.tusculum.edu/forms/safety/vehicle.php> and register their vehicle(s).
3. Registrants should notify the Campus Safety Office when a registered vehicle has been transferred out of their ownership, so that accountability for subsequent violations can be removed from the registrant's record.
4. Unless motor vehicle operation privileges have been suspended, parties shall be eligible for vehicle registration privileges upon paying any accrued fines.

5. All guests to campus, who are not attending a special event and/or who will be on campus for more than 6 hours, are required to register their vehicle at Campus Safety. While guests are welcome on campus at open University events or when hosted by a community member, their status may be difficult to ascertain if they are not registered/signed-in (at no cost) with Campus Safety. Therefore, guests who are on Campus without registering other than for open University sponsored events (varsity athletics, etc.) may be ticketed, booted, or towed and shall bear responsibility for any associated costs (though fines may be waived upon verification of status).
  6. Registrants will be issued a parking hangtag which must hang from the rearview mirror with the face of the hangtag facing out toward the front of the vehicle (if an obstruction or some other reason makes such placement problematic, consult Campus Safety for authorized alternative placement).
  7. Community members must register any vehicle operated on University property which is within their command or control. No fee will be assessed for issued hangtags, however a \$10.00 fee will be assessed for lost or damaged hangtags.
  8. A parking hangtag is valid only for the years listed on the hangtag or until the student, faculty, or staff member is no longer associated with (attends, is employed by) Tusculum University. Hangtags must be turned into Campus Safety when a student is no longer enrolled or an employee is no longer employed by Tusculum University. Failure to turn in parking hangtag(s) will result in a \$10.00 fine/fee. **If a hangtag is improperly displayed, or not displayed, a citation will be issued.**
- B. Disability/Handicap Registration Procedures – Disability/handicap parking permits can not be issued by the Campus Safety Office. Students and employees must follow the proper protocols provided under state law to obtain a permit to park in disabled/handicap parking areas (it is recommended that you consult your physician or the department of motor vehicles). Note - once spaces are designated by any private entity as disability/handicap parking spaces, they may be patrolled and cited by city or county authorities in addition to the private body.

#### IV. Campus Parking Areas

##### A. General Restrictions

1. Tusculum University is a walking campus and, therefore, student vehicles are expected to be parked in their designated lots **at all times**.
2. As a walking residential campus, speed limits on all campus property are 15 miles per hour unless otherwise posted. To further safety in such an environment, Campus Safety will not engage in the pursuit of moving violators, however, all policies shall be enforced through citation to the owner of the vehicle.
3. Tow Away Zones/Circumstances – Tow Away Zones/Circumstances are in effect 24 hours a day for all 7 days of the week. Violators will incur a tow fee of \$50.00 from the University in addition to wrecker and storage fees from the wrecker service. Tow zones/circumstances include:
  - a. Fire Lanes– Curbside or lot lanes not marked for parking or any throughway which is sufficiently blocked so as to prevent the ingress or egress of emergency vehicles;
  - b. Fire Hydrants- Blocking access to any fire plug, hydrant or connection;
  - c. Handicap Parking – Parking spaces for individuals with a disability are marked in various locations on campus by signs and/or pavement markings. These spaces are restricted to

- vehicles operated by a disabled guest or on behalf of a disabled guest passenger while displaying a state-issued card or plate designating such authorization;
- d. Roadways – Public or private, including path of traffic in parking areas or entranceways;
  - e. Construction/Work Areas – All vehicles are forbidden to be parked or operated within or adjacent to any construction/work area, or entrance or exit to such area;
  - f. Facilities Maintenance Lot (fenced in area behind apartments);
  - g. Driveways/Loading Zones- Entrances to buildings, lots or loading docks is prohibited; and, Hazard – Other open and obvious hazard as determined by Campus Safety.
  - h. Any grass or grassy area not specifically designated as parking.
4. Boot Zones/Circumstances – Boot Zones/Circumstances are in effect 24 hours a day for all 7 days of the week. Use of the boot is designed to keep the vehicle owner from having to retrieve their vehicle from off campus and pay more excessive fees incurred from a tow company in addition to their campus fines. After forty-eight (48) hours, a booted vehicle which is not addressed may be towed. The University is not responsible for any damage incurred due to a vehicle having to be booted - **do not move your car with a boot attached as any movement will result in serious damage to your car** and to the boot. If the boot is damaged, repair or replacement fees will be assessed. Areas/situations in which the boot is designated for use include:
- a. 15-Minute Parking – Parking slots are marked at each dorm for pickup and drop-off only and vehicles parked in excess of 15 minutes will be subject to booting;
  - b. Lawns – Any campus green space, berm, yard, or lawn (parking upon which does not impact the flow of traffic or create damage or immediate hazard – otherwise vehicle will be towed);
  - c. Undesignated Areas – Parking is only permitted in paved lots on Campus which have painted parking slots, unless a temporary gravel lot is opened and then parking is restricted to clearly defined boundaries and orderly parking within lanes. **Cul-de-sacs are not permitted parking areas**, however they may be used as load/unload zones for a maximum of 15 minutes (leave hazard lights on while in cul-de-sac to alert campus safety officers that you are loading/unloading or you will receive a parking ticket); and
  - d. Reserved Areas:
    - i. General Reserve – designated by signage for lot/spaces or pavement lettering “Reserved” or similar;
    - ii. Maintenance - designated by signage for spaces or pavement lettering “Service Vehicle” or similar;
    - iii. Student - designated by signage for lot/spaces or pavement striping in red paint; or
    - iv. Faculty/Staff - designated by signage for lot/spaces or pavement striping in yellow.

#### V. **General Responsibilities of Registrant/University**

- A. The registrant will be held responsible for any parking violations involving their vehicle.
- B. Registration of vehicles does not create a bailment; therefore, **individuals operate and park their vehicles on Campus at their own risk**. Tusculum University assumes no responsibility or liability for motor vehicles, their occupants, or contents while operated or parked on Campus.
- C. Tusculum University is a walking campus, and motorists must give right of way to pedestrians at all times.
- D. During community events or inclement weather, parking in certain areas may be banned to allow for the accommodation of guests and/or enhanced safety, it is the responsibility of all registrants to observe all parking bans.

**VI. Violations and Penalties**

A. University parking fines must be paid at the Business Office. Unpaid fines will result in registration/transcript/graduation blocks for students and a \$10 late fee for Faculty and Staff tickets not paid within one month of ticket date.

B. **Example** of Fines for Improper Vehicle Operation/parking:

Regulation	Fine	Potential Boot*	Potential Tow*	Potential Privilege Suspension	Total Potential Costs
Reckless operation placing individuals at risk (e.g. alcohol, drugs, reckless driving/excessive speed, etc. [plus University judicial review])	\$200	NO	YES	YES	\$250
Improper parking in fire zone, at fire hydrant/plug	\$150	NO	YES	NO	\$250
Improper parking in handicap space	\$100	NO	YES	NO	\$200
Failure to register vehicle, registering through false information, displaying false registration (plus University judicial review)	\$75	YES	NO	NO	\$125
Registering and/or causing a vehicle to be registered to some other person (each person – plus University judicial review)	\$75	YES	NO	YES	\$125
Improper parking in reserved area	\$40	YES	NO	NO	\$90
Improper parking out of designated area	\$40	NO	NO	NO	\$40
Riding outside vehicle/Failure to stop/Minor moving violations	\$40	NO	NO	NO	\$40
Failure to display registration	\$75	N/Y <sup>1</sup>	NO	NO	\$125

\* A violation which is not an automatic boot or tow infraction may become so due to repetitive violations

<sup>1</sup> If registered status can not be ascertained, boot may be applied

C. Subsequent Violation Fines – A second or subsequent violation of the same policy previously violated from the opening day of the fall term through the opening day of the following academic year’s fall term shall result in fines being increased by one half the base fine rate (e.g. \$40 fine is assessed at \$60 for second violation within academic year).

D. Repeat Student Violators - Violators who receive any combination of four (4) or more motor vehicle violations in an academic year shall be automatically booted upon subsequent violation and the student’s record will be forwarded to the University judicial process for review of the presumptive suspension of Campus Motor Vehicle Operation privileges. **Violators who receive any combination of eight (8) or more motor vehicle violations in an academic year shall be automatically towed at vehicle owners expense upon subsequent violation.**

E. Towed/Booted Vehicles - Owners or operators of a vehicle towed or booted for enforcement purposes will be subject to a \$50.00 tow fee (**in addition to the fee for tow and storage from the wrecker service**) or \$50.00 boot fee in addition to the fine imposed for the violation.

## **VII. General Motor Vehicle Operation Provisions**

- A. Moving violations on Campus may be enforced by Campus Safety, City Police, County Sheriff's personnel, etc. Should Campus Safety respond to the incident, violators shall be cited to the Campus judicial system. Operators of Motor Vehicles on campus are expected to operate in a safe manner as to not endanger people or property. The following is a non-exhaustive list of examples of violations:
1. Failure to obey regulatory devices (stop signs, etc.);
  2. Driving off established roadway;
  3. Driving around or through barricades;
  4. Squealing tires;
  5. Passengers standing or riding in the bed of pickup truck or open hatchback, or tailgate of an auto, or on top of a vehicle;
  6. Speed, excessive for existing conditions; and
  7. Operating a vehicle under the influence of alcohol or drugs.
- B. Disabled Vehicles - Disabled vehicles must be reported to Campus Safety immediately, along with plans for their removal. Vehicle owners must have disabled vehicles removed or will be subject to ticketing and/or towing. Campus Safety is not able to recommend particular companies, but area towing services are available 24 hours a day and Campus Safety can help a driver make contact. Campus Safety reserves the right to tow a vehicle at any time when it presents a hazard.
- C. Unused or Abandoned Vehicles - The University will use reasonable and prudent judgment in attempts to locate the owners of unused or abandoned vehicles. Vehicles with evidence of nonuse left in parking lots, streets, driveways, or any unauthorized areas of the campus or other lands of the University may be towed away. Expenses of this hauling and disposal will be charged against the registered owner. Any vehicle without a valid license plate will be considered an abandoned vehicle and will be removed at the owner's expense from the University property by direction of the Chief of Campus Safety or his/her designee.

## **VIII. Appeal of Parking/Traffic Tickets**

Appeals must be submitted in writing to the Student Success office **within 72 hours** of the issuance of any citation. Appeals will be reviewed through the University judicial process as determined by the Dean of Students or her/his designee (faculty/staff will address their grievance procedure through the Vice President/CFO).

## **IX. Regulations Development, Dissemination, and Amendment**

Tusculum University shall develop, disseminate, and enforce such policies as are necessary to support the safety, security, and orderly operation of the traffic and parking system. While necessary changes to the Motor Vehicle Regulations may be incorporated by the University throughout the year, a review in pursuit of the aforementioned objectives shall be conducted at the end of each academic year by the Chief of Campus Safety under direction of the Director of Facilities Management and Campus Safety. Individuals interested in advancing concepts for amendment of the regulations are encouraged to work through their designated representatives in the campus governance process (e.g. Student Government Association) to develop a consensus position for consideration.