

Vehicle & Traffic Regulations 2006-2007

These regulations promote safe and proper use of vehicles on campus. As we work with the limitations of topography and limited parking lots these regulations are necessary to make parking as convenient as possible. Once you have found a proper place to park, please do your part by walking to other places on campus.

All persons on university property are expected to comply with the university's rules and regulations; these are in effect at all times.

Campus Safety is authorized to enforce university rules and regulations and to direct vehicles on campus. All vehicles driven or parked on university property must conform to the Tennessee Vehicle Code and city ordinance. See the Tennessee Driver's Handbook at <http://state.tn.us/safety/dlhandbook/menu.htm>.

I. Definitions:

- A. Proper Parking Space~parking space marked with lines and in an area or space designated for parking. Do not park in spaces with hash marks (lines) through the area, where no lines designate parking spaces, or where prohibited by signage or CSD direction.
- B. Visitor - guest to campus. Not a current student, faculty or employee of SAU.
- C. Vehicle - any vehicle propelled by a motor including but not limited to automobiles, motorcycles, mopeds, trucks, vans, SUV's, etc.

II. Vehicle Registration and Parking Permits

A. Any vehicle parked on campus must be registered and properly display a current SAU parking permit within three business days of arriving on university property. Map of campus is available here: campussafety.southern.edu/Docs/Campusmap.pdf . SAU uses thepermitstore.com to manage parking permits. Make sure you display a valid temporary or sticker permit when parking on campus. Look at the school calendar for parking permit deadlines for each semester.

B. To register your vehicle you must:

1. Pre-qualify: contact Campus Safety with your:
 - a) Student ID number
 - b) Month & Day of your birth
 - c) Place of residence while attending Southern - Stateside, Southern Village, and University Health Center apartments are on-campus
2. You will need:

- a) A valid email address (this is how the university will contact you regarding parking permit renewals and violations notifications, so make sure it's one you use. SAU is not responsible for failed notification)
- b) Local (while at school) mailing address (the permit will be mailed to this address)
- c) Vehicle information (make, model, year, color, license plate)
- d) Personal information, including name and Southern ID number
- e) Internet access to register and a printer to print your temporary permit

3. Go to www.thepermitstore.com. Your parking destination is Southern Adventist University

4. **If you already have the correct permit**, click [**Renew**] and follow instructions to renew your permit through the next semester. If you have had more than one permit at SAU since 2003 make sure you renew the permit that you have now. All permits you've had are in the system and if you renew the wrong one you may be ticketed if the currently displayed permit is expired. Remove all expired permits from your windshield. If you don't know which permit is current, contact Campus Safety at 236-2100 with your permit numbers?

5. **If you don't have a permit or need a different permit** click [**Apply**] and follow instructions.

6. **READ THE AGREEMENT.** If you receive a citation the Appeals Board will not accept "I didn't know," as an excuse.

7. Buy the appropriate permit. Your birth date information must be entered in this format: mm/dd (two digit month/two digit date - must use a slash (/) not any other character). Example January 2 would be entered 01/02.

8. Print your temporary permit and display it on your driver's side dashboard until replaced by your regular permit, which should arrive within 10 days. If you do not receive it within 10 days contact Campus Safety at 236-2100 or 5061 Industrial Drive for assistance.

9. When you get your regular permit, go online and activate it, then, remove the plastic cover and attach the permit to the inside of the front windshield, lower corner on the driver's side. (See the pictures below) Barcode and all numbers must be clearly visible, unobstructed and scannable. Only the windshield should be over it - not even those itty bitty lines, dots, or marks. The permit is a numbered tag for vehicle identification and parking authorization. It is a removable sticker that can

be removed and re-applied many times. If the permit fails to stick to the windshield bring it to Campus Safety for an exchange.



- C. Campus Safety is authorized to remove vehicle covers to check permit and license tag numbers.
- D. Any change of vehicle or registration information shall be recorded within three business days in your iParq account at www.thepermitstore.com. Use the [My] button to update your account information.
- E. Permits may have more than one vehicle associated with them. Add the information for each vehicle to the permit in your account at www.thepermitstore.com. It is your responsibility to have the permit in the vehicle parked on campus, or you may purchase a permit for each vehicle that will be parked on campus.
- F. Southern may limit the number of permits, deny any permit application, or revoke any permit for any reason.
- G. Lost, stolen, or damaged permits must be reported to Campus Safety.
- H. Permit Types
 1. **Campus Housing (Green)** permits are for students who live in on-campus housing (residence halls, Southern Village, Stateside, and University Health Center apartments).
 2. **Commuter (Blue)** permits are for students living off-campus.
 3. **Faculty (Gold)** permits are for employees (as classified by Human Resources) and are allowed in all lots except Purple and Visitor, but are encouraged to park in Gold lots.
 4. **Cafeteria Worker (Purple)** permits are special issue only to cafeteria staff and are allowed in all lots except Visitor.
 5. **Southern Lights (Yellow)** permits are for volunteers making special contributions to Southern and are allowed in all lots.
- I. Temporary registration/parking permits are available at the Campus Safety Office.

1. Temporary parking permits may be issued for vehicles brought to campus for up to two weeks during fall and winter semesters. If the vehicle is going to be on campus for more than two weeks a permanent parking permit is necessary. Only one temporary, two week parking permit will be issued to a person/vehicle. Extensions may be requested by email to: campussafety@southern.edu. Approved extensions can be picked up at Campus Safety.
2. Temporary permits are not available in lieu of registration during summer terms. All students' vehicles must be registered with a regular permit during the summer sessions, even if only here for a week.
3. Temporary permits are available if your registered vehicle is in the repair shop and for non-SAU-student visitors. Contact Campus Safety office at 5061 Industrial Drive

J. Special Parking Request or Parking Exceptions.

1. You may obtain a Parking Exception Request form from the Campus Safety office or [web site](#).
2. Parking Exceptions are good for a maximum of one semester.
3. You will be notified of the Appeals Board's decision by email.
4. Parking exceptions will be considered for medical or work related issues.
5. Parking space availability is a factor in the board's decision.

K. The person to whom a vehicle is registered on campus is responsible for the vehicle and all citations issued to it, even if someone else is using the vehicle.

L. Vehicle registration is valid for one semester at a time and is renewable one semester at a time. You do not have to purchase a new permit each semester, it is renewable.

M. Registration fees are charged to your student account.

N. Prior to expiration, a renewal reminder will be sent to the email address you entered in your iParq account. SAU is not responsible for failed notification due to incorrect, changed, or neglected e-mail addresses or other cause beyond university control.



O. Permits for motorcycles and trailers have the adhesive on the back of the permit and shall be displayed on the front left of the vehicle and be readily visible and unobstructed.

1. Motorcycle permits shall be displayed on the left front fork

2. Trailer permits shall be displayed on the left outside rail of the tongue

P. To avoid confusion and tickets remove all expired Southern parking permits.

Q. Parking permits are not valid if altered in any way.

R. There are No Refunds for permits.

III. Motor Vehicle Policies

A. Tennessee Code Annotated (TCA), Collegedale Municipal Code (CMC), and university policy govern vehicle use on campus.

B. Southern Adventist University is not liable for damage to vehicles or loss of contents while parked on or off campus.

C. All vehicle operators must stop when requested by Campus Safety and show their driver's license and SAU ID card, if requested.

D. Vehicles, trailers, watercraft, etc. may not be left on campus when the owner or operator is not enrolled at or employed by the university.

E. Abandoned, wrecked, disabled or unauthorized vehicles will be disposed of at the owner's expense. Towing may occur 48 hours after CSD puts a towing sticker on the vehicle. If your vehicle has been removed, call Campus Safety. (423) 236-2100

F. All trailers parked on campus must have a parking permit. In some locations on campus there may not be parking spaces available to park these vehicles close to your residence. Campus Safety may assign another parking spot on campus if there are spaces available. Contact the Director of Campus Safety for permission and lot assignment.

G. Accidents

1. All vehicular accidents causing personal injury or damage to university property shall be reported to Campus Safety before vehicle is moved.

2. State law requires that all vehicle accidents be reported immediately to the local police. (TCA 55-10-106 and 55-10-10). Notification can be accomplished by notifying Campus Safety.

3. **Leaving the scene of an accident without reporting it is a Class C Misdemeanor. TCA 55-10-102**

H. Vehicles may not be operated in a careless or reckless manner, (TCA 55-10-205) including:

1. Endangering people, vehicles, or property
2. Driving on sidewalks or lawns
3. Excessive speed or acceleration
4. Squealing tires
5. Racing/drag racing

I. Tickets may be mailed to the registrant for these incidents.

J. The speed limit on campus streets is 20 mph, except as otherwise posted. The speed limit in all parking lots is 10 mph.

K. Directions from a uniformed or otherwise identified Campus Safety officer will override SAU traffic regulations and must be obeyed.

L. Security Systems

1. Individuals having security systems in their vehicles are responsible for having them properly set to avoid false alarms.
2. Problem systems must be corrected or turned off.
3. Vehicles with repeated nuisance alarms are subject to ticketing and towing. CMC 11-501 & 11-502.

IV. Parking

A. Parking on university property must be in compliance with posted signs or markings.

B. The driver of a motor vehicle is responsible for following posted signage and finding a proper parking space. Lack of space in a desired parking area, weather conditions, and being late to class are not valid reasons for violating parking regulations.

C. Signs posted at the entrance of parking lots are color-coded to correspond to the color of parking permits authorized to park in the lot. Maps are available at the Campus Safety office or color maps may be viewed and printed at: [Campus Safety Campus Map](#).

D. From 5:30 p.m. to 2:00 a.m. Monday through Thursday and 5:30 p.m. Friday to 2:00 a.m. Monday all permits are allowed in all lots EXCEPT Wright Hall North and Wright Hall South.

E. Parking may be allowed on grass or fields during special events on campus as designated by Campus Safety. During all other times parking is restricted to designated lots and spaces or as directed by Campus Safety

F. Motorcycle Parking:

1. Registered motorcycles may be parked in any designated parking space in the proper color coded lots. They may also park in spaces marked with a motorcycle symbol stenciled in the space, in the proper color coded lots
2. Since motorcycles can occupy spaces in lots just like cars and trucks the permits are priced the same.

G. Handicapped and Disabled parking is limited to vehicles properly displaying a state-recognized handicapped permit, placard, or license plate. Collegedale police also patrol these spaces for violations. Appeals for handicapped parking violations will NOT be accepted from persons not holding valid handicapped permits.

Parking “For Sale” Vehicles

1. The state of Tennessee prohibits parking of vehicles for sale for advertising purposes on property not owned by the vehicle owner; i.e. the state doesn't allow anyone to park a vehicle on someone else's property to sell that vehicle.
2. Parking “For Sale” vehicles for advertising purposes is not allowed on campus, including Fleming Plaza.
3. Vehicles in violation of this are subject to towing at owner's expense.
4. University-owned vehicles may be parked with “For Sale” signs at Fleming Plaza.
5. For Sale signs may be displayed on vehicles parked in the normal course of business on campus.

V. Curb & Stripe Colors:

- A. Blue stripe &/or curb indicates Handicapped Parking CMC 15-604
- B. Double yellow stripe/line means No Passing
- C. No color is also No Parking unless parking lines are present
- D. White curb or white striped indicates normal parking spaces unless otherwise marked
- E. Yellow curb is a no parking area

F. Red curb is a Fire Lane - NO parking in Fire Lanes - Appeals for fire lane violations will NOT be accepted

VI. Towing and Wheel Restraints

A. Towing

1. Vehicles, motorcycles, trailers, boats, etc., are subject to removal at owner's expense for any violation of vehicle & traffic regulations or at university request. If your vehicle is towed you may contact Campus Safety for the phone number of the towing company. The towing company may not release the vehicle without approval from Campus Safety. (TCA 55-16-109)

2. Vehicles parked in Fire Lane, Handicapped space, Loading Zone, Blocking access to building, blocking traffic, or abandoned, wrecked or disabled vehicles may be towed at owner's expense.

B. Wheel Restraints, also known as Boots: Campus Safety may apply a boot for the following reasons:

1. Two (2) or more tickets for failure to register or expired permit
2. Each ticket exceeding four (4) tickets during a semester - Boot may not be removed until you consult with the Campus Safety Director
3. Parking in a loading zone or restricted area
4. Marked by the University for towing
5. Administrative request

C. Once a boot has been attached to a vehicle, it will be removed only when outstanding fines have been paid and vehicle is registered, or the vehicle is removed from campus by a towing company. Unauthorized removal of the boot will result in additional fines and criminal charges. (TCA 39-14-103)

VII. Tickets

A. Ticket charges may be paid before the due date (two weeks from issue) online at www.scapay.com with Visa or MasterCard, or at Campus Safety by SAU ID Card, cash, check, Visa, MasterCard, or rolled coins. Fines not paid by the due date double and are sent to your Southern account.

B. Campus Safety does not have to make a traffic stop to issue a ticket. Tickets for moving violations will be mailed to the registrant. A ticket may be issued for a moving or parking violation even if the Campus Safety Officer does not stop the violator at the time of the violation or if the vehicle is moved before a ticket is placed on it.

C. A person accumulating more than five (5) tickets in a semester is subject to losing vehicle privileges.

1. The vehicle will be booted and remain booted until the registrant meets with the Vice-President of Student Affairs and the VP directs Campus Safety, to release the vehicle.

D. Ticket Charges may be paid before the due date (two weeks from issue) at:

1. www.scapay.com with Visa or MasterCard, or
2. Campus Safety by cash (CSD), check, Southern ID, Visa, or MasterCard
3. Campus Safety may refuse to accept any payment it deems inappropriate. It is the payer's responsibility to make appropriate payment.

E. Fines are:

1. Handicapped Area \$50.00
2. Fire Lane \$50.00
3. Other parking violations \$15.00
4. Moving violation \$30.00
5. Repeated false vehicle alarms \$15.00 & Subject to towing at owner's expense
6. Failure to Register and Displaying Expired Permit \$45.00 and any costs associated with contacting the owner. *** THIS DOES NOT INCLUDE REGISTRATION FEE OR WHEEL RESTRAINT FEE * **
7. Failure to properly display permit - \$15.00
8. Failure to Correct Vehicle Information on account at ThePermitStore.com - \$5.00
9. Wheel Restraint Device- \$45.00 This fee does not include the fine(s) for violation(s) cited.

VIII. Appeals for Citations:

A. If you think you should not have been ticketed or there are truly extenuating circumstances you may appeal your ticket. Appeals can be made online at www.scapay.com. No appeals are accepted after the citation is past due.

B. Fix It Tickets - THIS COULD SAVE YOU MONEY - Appeals for the following tickets will be accepted, with no payment due, if it is the first time you've been cited for the violation and the violation is corrected before the Appeals Board meets to review your appeal (appeals may only be made before the ticket due date):

1. Failure to Register, Displaying Expired Permit, Failure to Display, Failure to Display Properly, Failure to Correct Vehicle Information (for the last three bring the vehicle to Campus Safety and have an officer inspect the correction and sign off indicating it has been corrected - bring the ticket with you).

C. If you get a 2nd Failure to Register, or equivalent, ticket and boot, the Boot fee will be dismissed IF you register the vehicle and pay your fines within 48 hours of when the ticket is issued.

D. There is a \$5.00 fee for Appeals Board review. If the appeal is accepted the fee may be waved. If the appeal is denied, the fee will be added to the citation fee.

E. Violations not eligible for appeal: Fire Lane, Handicapped, Visitor lot/space, Failure to abide by posted signs.

F. Personal appearance to the Appeals Board is not permitted.

G. Appeals are for individual citations. Appealing multiple citations requires multiple appeals.

H. Use of abusive or offensive language is grounds for appeal denial and an increase of the citation fee.

I. After the Appeals Board meets, the decision will be sent by email. If the appeal is denied, the email will inform the recipient of the amount due and the date by which it must be paid.

J. Appeals Board Membership

1. Chair - Director of Campus Safety
2. Two student senators appointed by the Student Senate
3. Two university employees (not Campus Safety employees) - One faculty and One staff appointed by Administrative Council each August
4. The chair is a non-voting member except to break a tie vote
5. The identity of Appeals Board members is confidential

K. Appeal Board has the authority to void or adjust a ticket.

L. Appeal Board's decision is final.

IX. Administration may change these regulations at any time. The current version is online at <http://campussafety.southern.edu/Docs/VehicleRegulations.pdf>. Contact Campus Safety if you have questions or comments on these regulations.

X. Changes may be requested through Safety Committee, Student Senate, or Administrative Council.

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