

INTRODUCTION

Driving and parking on university private property is a privilege and not a right. Roadway and parking regulations are in effect at all times including breaks, holidays, summer sessions, and school closing dates. The Campus Safety Department is responsible for parking enforcement. Vehicles are to be in compliance with this policy, the Tennessee Vehicle Code <http://www.tennessee.gov/safety> and City of Collegedale ordinances <http://www.collegedale.gov>. Changes to this policy become effective at time and date designated.

VEHICLE REGULATIONS

Vehicles are to be driven on paved or graveled roadways or parked in paved or graveled parking areas. Vehicle operation and parking is to be done in accordance to posted signage, roadway markings, and parking lot markings. Appointment, class, and work attendance, or lack of a parking space in a parking lot, is not a valid reason for violating this policy.

Driving Regulations

This is a list of standard regulations. This list is intended to be a guide and not to be used as a comprehensive list of all driving regulations.

1. Roadway speed limit is 20mph.
2. Parking lot speed limit is 15mph.
3. Drivers must yield to pedestrians in roadways and crosswalks.
4. Passing is prohibited on roadways with double yellow lines.
5. Passing is allowed on roadways with one or no single yellow line.
6. Driving is to be done in accordance to posted signage and roadway markings.
7. The following are prohibited:
 - a. Speeding.
 - b. Excessive acceleration.
 - c. Squealing tires.
 - d. Engine revving producing excessive noise.
 - e. Racing or drag racing.
 - f. Cruising drives, roadways, or parking lots.
 - g. Driving in restricted areas.
 - h. Driving off paved roadway or graveled surfaces.
 - i. Driving past barricades.
8. Persons operating vehicles on university property must have a valid and current driver's license, current state registration for the vehicle being operated, and proof of vehicle insurance. Acceptance of foreign driver's licenses, vehicle registration, or insurance, is subject to local jurisdictional laws and ordinances.

9. Vehicle accidents are to be reported to the Campus Safety Department. Vehicle accidents with injuries are to be reported to 911.
10. Emergency vehicles are exempt from driving regulations when responding to, arriving at, and investigating or processing a call for service response.

Parking Regulations

This is a list of standard university parking regulations. This list is intended to be a guide and not to be used as a comprehensive list of all parking regulations.

1. Parking is to be done according to posted signage and roadway surface markings.
2. Parking signs are posted at the entrance to parking lots with the following information:
 - a. Name of the parking lot or area.
 - b. Colored and lettered indicators. Parking is allowed in a designated parking lot when the colored and lettered vehicle registration permit matches a colored and lettered marking on a parking lot sign.
3. The following is prohibited:
 - a. Parking on grass.
 - b. Parking on sidewalks.
 - c. Parking in driveways or roadways.
 - d. Double parking.
 - e. Parking in more than one parking space.
 - f. Parking in, on, or next to areas with painted yellow curbs or hash markings.
 - g. Parking in, on, or next to areas with painted red curbs or hash markings.
 - h. Parking in or on areas with painted white hash markings.
 - i. Parking in unmarked parking space or area.
 - j. Parking in restricted parking lot. Some parking lots are restricted to faculty/staff, commuter, or visitor/guests.
 - k. Parking in restricted parking space. Some parking spaces are restricted by posted signage.
 - l. Parking beyond barricade areas.
4. Visitor parking is for non-current employees and students.
5. Parking private vehicles, for the purpose of advertising vehicles for sale, is prohibited.
6. Parking vehicles on university property, for purpose of storage, outside authorized areas is prohibited.
7. Parking or storing vehicles on university property, for the purpose of mechanical work, is prohibited outside authorized repair areas.
8. Parking in a marked handicap space requires proper handicap designations as required by law.
9. Faculty, staff, and students, with current university registered vehicles, are allowed to park in the following areas:

- a. Residence hall students: Parking lots posted with signage indicating residence hall parking. Talge Hall residents park in the Talge Hall main parking lot. Thatcher Hall and Thatcher South residents park in Thatcher Hall main, Taylor Circle lots 5 and 6, Thatcher Hall South parking lot, Cafeteria Drive parking lot, and Iles PE Center front parking lot. Talge Hall, Thatcher Hall, and Thatcher South residents may park in Brock Hall #2 parking lot located west of Brock Hall on Industrial Drive during class hours.
 - b. Housing students: Parking lots posted with signage indicating campus housing parking.
 - c. Community students: Parking lots posted with signage indicating Commuter student parking. No residence hall parking is allowed in Commuter parking areas.
 - d. Faculty and Staff: Parking lots posted with signage indicating Faculty and Staff parking is allowed. No Residence Hall or Commuter student parking is allowed in Faculty Staff parking areas.
10. Visitor and Guest parking is allowed in all parking lots.
 11. Vehicle repair or maintenance is not allowed in parking lots and is to be done in designated areas only.
 12. Vehicles must be in good working condition.
 13. Vehicles must display current state registration plates.
 14. Parking on university property is done at driver/owners own risk. Southern Adventist University assumes no liability for damage to vehicles parked on university properties.
 15. Motorcycles may park in regular vehicle parking spaces or in the triangular parking island areas hashed with white or yellow paint. The motorcycle must not obstruct free flow of traffic.
 16. Emergency vehicles are exempt from parking regulations when responding to, arriving at, and investigating or processing a call for service.
 17. University marked vehicles may park in non-marked or unmarked parking areas when a normal parking space is unavailable. Parking should not block or obstruct normal flow of traffic or cause a parking hazard. Care should be taken to not block pedestrian walkways or cause pedestrians to walk off sidewalks or into roadways.

Parking Exceptions

Persons requiring special parking privileges may file for a parking exception at the Campus Safety Department during regular business hours. A Parking Exception Form must be completely filled out and filed with the Campus Safety Department along with any supporting documentation needed to show proof of request. The request will be reviewed by the Traffic Appeals Committee and notice sent to the applicant. Parking exceptions are based on specific needs of an individual. Granting or rejecting a parking request does not set precedents for other parking exception requests. Parking Exception forms are available at the Campus Safety office or on the internet at <http://campussafety.southern.edu>.

Open Parking

All reserved parking lots, except for the visitor parking lot in front of Wright Hall, and all parking spaces reserved with signage, are open for currently registered vehicles, guests, and visitors to park in during specified open parking times.

Open parking is available during the following times.

Sunday	Monday	Tuesday	Wednesday	Thursday	Friday	Saturday
	02:00am to 05:30pm	02:00am to 05:30pm	02:00am to 05:30pm	02:00am to 05:30pm	02:00am to 12:00noon	

	Open parking.
	Permit parking.

PARKING ENFORCEMENT

Introduction

Southern Adventist University regulates and controls where and when vehicles are parked on campus. All vehicles driven or parked on university property are subject to being checked by the Campus Safety Department.

Registration

Vehicles parked on campus, by current university faculty, staff, and students, must be registered with the Campus Safety Department. You must be a current faculty, staff, student, or accepted student, prior to purchasing a vehicle registration permit. Persons are re-qualified by the Campus Safety Department to purchase a specific type of vehicle parking permit. Vehicle registration fees are charged to the account of the person registering the vehicle. Current pricing for registration and the registration procedures are available on line at <http://campussafety.southern.edu> or at the Campus Safety Department office located in the Campus Services Building, 5061 Industrial Drive, Collegedale, TN 37315, 423-236-2100.

Faculty, staff, and student registration information:

1. Vehicle registration is to be completed by the vehicle driver/operator within three business days from the time the vehicle is parked on university property.
2. Changes and updates to vehicle registration information are to be completed by the vehicle driver/operator within three business days from the time the changes occur.

3. Parking permit decals are to be placed on the inside lower left hand corner of the windshield facing outward right side up so as to be seen from the front of the vehicle. No portion of the decal is to be obstructed or covered.
4. Decals are void and not valid when altered or cut.
5. Decals may be moved to another vehicle, however, the registering person must make appropriate changes to the vehicle registration.
6. More than one vehicle may be registered to one permit. It is the vehicle driver/operator responsibility to move the permit to the vehicle being used and display the permit on the vehicle being parked on campus.
7. Vehicle owners may have multiple vehicles on campus if allowed by the appropriate university office. Housing requires permission from the Housing Office. Student parking in resident hall parking requires permission from the Vice President of Student Services. When two or more vehicles are parked on university property at the same time, those vehicles must be registered separately.
8. Motorcycles, motorized scooters, or any motorized vehicle used to transport persons or property, are to be registered with the Campus Safety Department. The permit does not have to be displayed on the motorcycle. The motor cycle license plate will be used as proof of registration.
9. Trailers are to be registered the same as vehicles. The permit does not have to be displayed on the trailer. The trailer license plate will be used as proof of registration.
10. Failure to register a vehicle or trailer on campus may result in issuance of a citation ticket, application of a vehicle restraining device, and/or towing vehicle off campus at owner's expense.

Visitors and Guests

Visitors and Guests are not required to register vehicles, however, it is recommended that visitors and guests request a free complimentary parking permit. Visitor and Guest parking permits can be obtained at the Campus Safety Department or designated university office locations.

Temporary Registration

Faculty, staff, or students, may apply for a free temporary parking permit for use on a vehicle being operated on campus for a short duration of a few days. This provision is not intended to be used in place of standard vehicle registration. Temporary registration permits are available at the Campus Safety Department during regular business hours.

Ticketing

Violations of this policy are documented by issuance of citation tickets issued to the driver or owner of the vehicle in violation. Written warnings are not given. Written citation tickets are

the responsibility of the registered person even if the registered person has lent the vehicle or trailer to use by another person.

Time Constraints Regarding Ticketing

Multiple citation tickets, for the same violation, may be written to one vehicle within 24 hours if the vehicle has been moved or re-parked. Each time a vehicle is moved, and re-parked in violation of this policy, a parking citation ticket may be written and issued even if it is for the same violation within 24 hours. If a vehicle has been issued a parking citation ticket, and remains in the same location, only one parking citation ticket may be issued during one 24 hour time period from the time of the first citation ticket. Only one failure to register citation ticket may be issued to a vehicle in one 24 hour period.

Ticket Violations

This is a list of the standard vehicle violations. This is not a comprehensive list, but a guide to be used when inquiring about parking violation citation charges.

1. Double parking.
2. Expired state registration.*
3. Failure to correct vehicle information. Failure to display parking permit.*
4. Failure to display parking permit properly.*
5. Failure to register vehicle.**
6. Improper parking.
7. Overtime parking in time limited parking space.
8. Parking in a fire lane.
9. Parking in a loading zone.
10. Parking in a reserved parking lot.
11. Parking on grass.
12. Parking on sidewalk.
13. Parking in a no parking zone or non-marked parking space.
14. Parking over the marked parking space line or in two or more parking spaces.
15. Unauthorized parking in a handicap space.
16. Unauthorized removal of vehicle restraining device.
17. Vehicle alarm violation.
18. Wheel restraining device fee.
19. Careless driving.
20. Drag racing or racing.
21. Driving around barricades.
22. Driving on sidewalk, lawn, or in restricted area.
23. Driving on the wrong side of the road.
24. Driving the wrong way in a one way.
25. Failure to stop at stop sign.

- 26. Failure to yield right of way.
- 27. Reckless driving.
- 28. Speeding.
- 29. Squealing tires.

* If corrections are made within 10 business days from the time the citation ticket was written, and the corrections are verified by the Campus Safety Department, the person to whom the citation ticket was written may request the citation ticket to be dismissed.

** If the vehicle is registered within 10 business days from the time the first failure to register citation ticket was written, the vehicle owner or driver may request the first citation ticket to be dismissed. All other failure to register and wheel restraint citation tickets are the responsibility of the owner or driver.

Appeals

Appealed citation tickets are reviewed and adjudicated by the university Traffic Appeals Committee. Each appeal is based on the circumstances and merit of the one event being appealed and do not set precedence for decisions for other appeals. Dismissed citation tickets, or citation tickets with appeal approved, are not counted towards total number of citation tickets issued to a vehicle or person. Traffic Appeals Committee decisions are final. Citation ticket appeals must be made within 10 days from the date the citation ticket was written. Instructions for appealing are printed on the back side of the citation ticket and may be obtained from the Campus Safety Department.

Wheel Restraints

A wheel restraining device may be applied to vehicles for one or more of the following reasons:

1. On the issuance of the second (2) failure to register citation ticket in one semester or summer period.
2. On the issuance of the fifth (5), or greater, citation ticket in one semester or summer period, that has not been dismissed or appeal accepted.
3. Notification to driver or owner of vehicle.
4. Unsafe operation.
5. Disregarding vehicle operating or parking instructions.
6. At the direction of law enforcement or appropriate government agency.
7. Impoundment for towing.

Towing

Vehicles may be towed off campus at owner's risk and expense for one or more of the following. This is not a comprehensive list, but a guide to be used when inquiring about reasons for towing a vehicle.

1. On the fifth (5) written citation.
2. Repeated violations or disregard to this vehicle policy.
3. Disregarding vehicle operating or parking instructions.
4. Abandoned vehicle on university property.
5. Vehicle left for purpose of advertising for sale on university property.
6. Vehicle left for storage on university property.
7. Refusal to comply with the university vehicle code.
8. Refusal to comply with verbal directions from a properly identified university official.
9. Obstructing the normal usage of a drive, driveway, road, or roadway.
10. Parked on grass, sidewalk, or in no parking area.
11. Parked in fire lane.
12. Unauthorized parking in handicap parking space.

DEFINITIONS

Word or phrase	Definition
Barricade	Device used to block parking or roadway.
Blue paint	Blue paint indicates handicap parking area.
Car	Motored vehicle
Citation Ticket	Written notice for violation of policy.
Decal	Parking permit sticker that is placed on a vehicle.
Drive or Driveway	Area designated for driving through and not parking.
Driving	Operating a motored vehicle.
Fire lane	No parking area designated for fire department use.
Guest	Person who is not a current faculty, staff, or student of the university.
Grass	All areas off designated paved or graveled roadways.
Handicap parking	Area reserved for handicap parking only. State issued license plate or hangtag required for parking in handicap areas.
No parking area	All areas not specifically properly marked for parking.
Open parking	Parking allowed in faculty, staff, and community parking areas.
Parking	Stopped vehicle with or without driver.
Parking space	Properly marked space for parking usually indicated with white lines.
Permit	Parking permit sticker that is placed on a vehicle.
Red paint	Red paint indicates fire lane.
Reserved parking	Parking spaces or lots not open to general parking.
Residence hall	University buildings used for housing non married students
Road or Roadway	Paved access lanes for movement of vehicles.
Sidewalk	Paved access walkway for pedestrian use.
Sign or Signage	Sign indicating driving or parking information.
Vehicle	Car, truck, motorcycle, bicycle, etc...
Visitor	Person who is not a current faculty, staff, or student of the university.
White paint	White paint indicates normal parking area.
Yellow paint	Yellow paint indicates no parking areas.