



# 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 Permit is to be placed on the rearview mirror of the vehicle (front facing toward the front of vehicle). Sticker permits must be placed on the lower left side (driver's side) of the rear glass. Motorcycles and other vehicles without a solid rear window will need to discuss with Campus Safety the location for sticker.*

### **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 <https://site.tusculum.edu/reference/campus-safety/>; 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 (Enforced 24 hours per day, 7 days per week)**

**FRESHMAN** – Indoor Practice Facility Only  
**All Other STUDENTS** – White or Red Lined Spaces  
**FACULTY & STAFF** – White or Yellow Lined Spaces

**Spaces marked RESERVED are enforced from 7am-5pm Mon-Fri**  
**Violators will be towed at owner's expense**



## **PARKING REGULATION QUICK REFERENCE**

### **No Parking is Permitted Anytime in The Following Areas**

- In any visitor space (outside visitors only)
- In any designated fire lane (yellow curb or hash marks)
- **In front of (or alongside) fire hydrant**
- **In or adjacent to construction/work area or entrance**
- **On any campus roadway**
- On the side of any campus roadway
- **In any driveway/loading area**
- In handicap areas w/o state issued permit
- **So as to create an open and obvious hazard**
- **In Facilities Management's Lot**
- **On any grass or unpaved area**
- **On any sidewalk, path, or crosswalk**
- **Spaces temporarily reserved (Applicable 24 hours)**
- *In any cul-de-sac (only used for 15 minute load/unload)*

**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 parking permits from Campus Safety and **must register all vehicles they drive each year** to avoid citation for an unregistered vehicle. Registration is completed at: <https://portal.permitsales.net/driverportal/TusculumU/>. You will need your driver's license, vehicle registration, payment information (cost for students is \$50 per year), and vehicle insurance to register.
- GUESTS** — Guest passes are available through Campus Safety 24 hours a day on all 7 days of the week. If an officer is not in the office, please call at (423) 636-7318 to request the officer to return for a temporary permit. Individuals parking without parking passes are subject to ticket and boot.
- APPEALS** — If in fact you are issued a parking ticket, you may submit an electronic appeal at [Manage Citations](#) **within 10 days** of the issuance of the citation. When submitting 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 online or 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 Campus Safety who supervises the Campus Safety Department. 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, golf carts 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.

**Freshman:** Any student who is attending Tusculum University and has not yet received a minimum of twenty-four credit hours.

**Adult and Online Students:** Any student enrolled as an AOS student and not attending classes during the residential class times (8am to 3:30pm).

**Dual Enrollment Students:** Any student who is a high school student and attends one or two classes on campus or via online at TU.

**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 the designated student areas throughout the year, including University holidays and the summer period). Spouses or friends 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. Chartwells). 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. Each school year, all Tusculum University students, faculty, staff, administration, and University designated vendor employees are required to register all motor vehicles they own or control which are or will be operated on University property regardless of the length of time they are on campus.
2. Registrants should go to <https://portal.permitsales.net/driverportal/TusculumU/> 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 going forward.
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, team, or group, 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 permit which must be placed in the lower left side of the rear window.

For motorcycles or other vehicles without a rear window, Campus Safety will inspect the vehicle and decide where the permit must go.

7. Campus Safety may provide blank hangtags for the placement of permit stickers. If used, the hangtag must hang from the rearview mirror with the permit facing out the front window.
  8. Community members must register any vehicle operated on University property which is within their command or control.
  9. A parking permit is valid only for the school year listed on the permit or until the student, faculty, or staff member is no longer associated with (attends, is employed by) Tusculum University, or whichever comes first. **If a permit is improperly displayed, or not displayed, a citation will be issued.**
- B. Disability/Handicap Registration Procedures – Disability/handicap parking permits cannot 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. **Freshman** students are required to park at the Indoor Practice Facility at all times.
3. All other students except freshman are required to park in red lined or white lined spaces **at all times**.
4. 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.
5. **Tow Away Zones/Circumstances** – Tow Away Zones/Circumstances are in effect 24 hours a day for all 7 days of the week (unless noted below). 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. **Reserved Spaces** – Spaces painted with “RESERVED” are reserved from 7am-5pm Monday thru Friday year-round. These spaces are in employee parking areas which are off limits to students.
  - b. **Temporary reserved** – regular parking spaces that have been temporarily designated reserved, usually with a temporary sign
  - c. **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;
  - d. **Fire Hydrants**- Blocking access to any fire plug, hydrant or connection;
  - e. **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;
  - f. **Roadways** – Public or private, including path of traffic in parking areas or entranceways;
  - g. **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;
  - h. **Facilities Maintenance Lot** (fenced in area behind apartments);
  - i. **Driveways/Loading Zones**- Entrances to buildings, lots or loading docks is prohibited; and, Hazard – Other open and obvious hazard as determined by Campus Safety.
6. **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. Registrant or owner will also be issued a citation and boot fee for each boot placed on a vehicle. Areas/situations in which the boot is designated for use include:

- a. **Time Limit Parking** – Parking slots which are designated for pickup and drop-off only and vehicles parked in excess of 15 minutes will be subject to booting *this includes cul de sacs*, **students must leave their hazard lights on to inform the officer of their immediate return** – **Chic-Fil-A/Bookstore parking** is limited to 30 minutes and *only applies to non-community members or commuting students*;
- 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. General 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.
  - iv. Faculty/Staff - designated by signage for lot/spaces or pavement striping in yellow.
  - v. General Open – designated by signage for lot/spaces or pavement striping in white.

## V. General Responsibilities of Registrant/University

- A. Tusculum University is private property and in order to be granted the privilege of operating or parking a motor vehicle on TU’s property, all persons agree to follow the rules set forth by TU related to parking and behavior.
- B. All vehicles parked or operated on TU’s property are subject to being searched at any time for any reason related to weapons, drugs, or any other serious criminal offense subject to the approval of the Chief of Campus Safety. Approval shall be determined based on the reasonable likelihood that weapons, drugs, or any other paraphernalia related to any other serious offense may be found within the vehicle. All persons who park or operated a motor vehicle on TU’s property agree to allow Campus Safety to search their vehicle to include all compartments and areas of the vehicle whether locked or unlocked after approval of the Chief of Campus Safety has been granted. Additionally, all property within the vehicle is also subject to search, subject to approval of the Chief of Campus Safety. Anyone who refuses to allow an approved search of their vehicle and/or property found in the vehicle at the time of search shall be immediately removed from TU’s property and issued a trespass warning subject to review by the Dean of Students in the event the person is a student, Human Resources in the event of an employee or volunteer, and the Vice President Chief Financial Officer in the case of all others.
- C. The registrant will be held responsible for any parking violations involving their vehicle.
- D. 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, and all vehicle owners/drivers park or operate their motor vehicle at their own risk.
- E. Tusculum University is a walking campus, and motorists must give right of way to pedestrians at all times.
- F. 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 within 30 days of the issuance of a ticket or incur a late fee. Unpaid fines will result in registration/transcript/graduation blocks for students and possible referral to student disciplinary procedures.
- B. 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 on half the base fine rate (e.g. \$50 fine is assessed at \$75 for second violation – except with the exception of non-related violations).



- C. 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 restriction/suspension of Campus Motor Vehicle Operating privileges. **Violators who receive any combination of eight (8) or more motor vehicle violations in an academic year shall be automatically towed at vehicle owner's expense upon subsequent violation.**
- D. Towed/Booted Vehicles – Owners or operators of a vehicle towed or booted for enforcement purposes are subject to a \$50 tow fee (in addition to the cost for tow and storage from the wrecker service), or a \$50 boot fee in addition to the fine imposed for the violation.
- E. **Example** of Fines for Improper Vehicle Operation/parking:

Regulation	Fine	Potential Boot*	Potential Tow*	Potential Privilege Suspension	Total Potential Cost
Reckless operation placing individuals at risk (e.g. alcohol, drugs, reckless driving/speeding, 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)	\$50	YES	NO	NO	\$125
Registering and/or causing a vehicle to be registered to some other person (each person – plus University judicial review)	\$50	YES	NO	YES	\$125
Improper parking in reserved area/space	\$50	YES	YES	NO	\$100
Improper parking out of designated area	\$50	NO	NO	NO	\$50
Standing/Riding in Dangerous Manner	\$50	NO	NO	NO	\$40
Failure to display registration	\$10	N/Y <sup>1</sup>	NO	NO	\$60
Failure to Stop at Sign or Speeding	\$50	NO	NO	NO	\$50
Parking in Cul-de-sac	\$50	NO	NO	NO	\$50
Driving off Established Roadway/Parking in Grass	\$100	YES	NO	NO	\$100
Squealing Tires	\$50	NO	NO	NO	\$50
Driving Around/Through Barriers	\$75	NO	NO	YES	\$75
Passenger standing in the bed of pickup truck or open hatchback, or tailgate of an auto, or on top of a vehicle	\$100	NO	NO	YES	\$100
No State Registration	\$25	NO	YES	NO	\$75

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

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

## 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 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

If in fact you are issued a parking ticket, you may submit an electronic appeal at [Manage Citations](#) **within 7 days** of the issuance of the citation. When submitting 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 online or at the business office within 30 days of receiving a citation** to avoid late fees. 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.