

**SOUTHWEST TENNESSEE COMMUNITY COLLEGE****SUBJECT: Traffic and Parking Regulations****EFFECTIVE DATE: July 1, 2000; Revised September 1, 2009; Revised August 23, 2013 (combined with Policy 3:02:02:00/21, which was deleted); Revised October 11, 2021; Revised April 28, 2023; Revised January 29, 2024 (updating job title and policy numbers)****Purpose**

To facilitate and regulate the safety and orderly operation of motor vehicles on the property owned or controlled by Southwest Tennessee Community College (“Southwest” or “the College”) and to provide parking operations within the limits of available space.

**Definitions**

- Motor vehicle- any self-propelled vehicle that is capable of exceeding twenty- five (25) miles per hour.
- Employee- all faculty, executive, administrative, professional and support staff employed in the service of and whose compensation is paid by the College. “Employee” does not include independent contractors who provide goods or services to College or student workers as defined in Tennessee Board of Regents (“TBR”) Policy [5.01.01.00](#), Employment Classification.
- Student – any person registered in a course offered by the College.
- Parking/Registration Permit – the official motor vehicle registration authorization. For many vehicles, it is a hanging type permit designed to be displayed by hanging from the rearview mirror. For motorcycles, it is sticker affixed to the windshield. Bicycles need not be registered and are not required to display a parking permit.

**Policy/Guideline****I. Administration of the Policy**

- A. Southwest’s Director of Police Services/Public Safety is responsible for implementation and enforcement of this policy.
- B. Any person operating a motor vehicle on property owned or controlled by Southwest is required to obey this policy as a condition of parking or operating a motor vehicle on the same.

\* Spring of 2023, this policy moved from Section 3 (Student Affairs) to Section 1 (Governance, Organization, and Policy) of the Policy Manual. The former policy number was 3:02:02:00/11. The responsible administrator changed from the Vice President of Student Affairs to the Associate Vice President of Administrative Services.

\* Spring of 2024, this policy was moved to the new Section 6 of the policy manual. It reflects the change in job title for the Chief of Administrative Services.

- C. The issuance of a parking permit does not guarantee a parking space. The inability to locate a designated parking space does not diminish the responsibility to park in accordance with this policy.
- D. The absence of “no parking” signs or painted curbs/lines does not imply that parking is allowed. Parking in designated lots is restricted to designated spaces only. Motor vehicles parked outside of designated spaces are subject to citation and towing, and the owner/operator may be subject to disciplinary or administrative action.
- E. Southwest shall have no responsibility for theft or damage to any motor vehicle or its contents operated or parked on College owned or controlled property.
- F. This policy is enforceable seven (7) days a week, twenty-four (24) hours a day, including holidays and breaks.

## II. Registration and Parking Permits

- A. Students, employees, and visitors must register motor vehicles and/or obtain parking permits in order to park College owned or controlled property.
- B. Reasonable costs/fees may be assessed in association with the motor vehicle registration or permit process.
- C. Parking permits are available for pickup and purchase by students, visitors and employees at the Office of Police Services/Public Safety. They may also be requested on the College’s [website](#).
- D. Lost or stolen parking permits must be reported to Police Services/Public Safety.
- E. Only motor vehicles properly displaying a parking permit, visitor pass, or those motor vehicles legally parked where no permit is required may be parked on Southwest owned or controlled property.
- F. Parking permit holders are only eligible for one (1) parking permit at a time. Permits may be moved from one (1) motor vehicle to another. Parking permits may not be transferred from one (1) person to another.

## III. Parking Zones

- A. Southwest has clearly designated lots for which parking permits are required and the types of permits required for such lots.
- B. Persons utilizing disabled parking spaces must have a state-issued disability license plate or disability placard. All students, faculty, and staff who have a state-issued placard or license plate should be registered Southwest’s Office of Police

- Services/Public Safety to ensure access to the appropriate disabled parking spaces on property owned or controlled by the College.
- C. Motorcycles, motor bikes, and motor scooters must display a motorcycle permit that is affixed to the windshield and are only permitted to park in parking spaces designated as “motorcycle parking” or in other regularly marked parking spaces. Operating these motor vehicles on any surface other than designated streets or parking areas is prohibited.

#### IV. Motor Vehicle Operation

- A. Operators of motor vehicles on Southwest owned or controlled property, which includes city streets running through campus, must obey all traffic rules, regulations, postings, and directions of law enforcement, regardless of whether the rule, regulation, posting, or direction is included in these rules, and all applicable traffic rules, regulations, postings, or directions.
- B. Violations of posted speed limits, the reckless operation of a motor vehicle on College owned or controlled property, including but not limited to, squealing tires or sliding the motor vehicle, is strictly prohibited.
- C. All persons operating motor vehicles are responsible for maintaining proper control of the motor vehicle, safe operation, and observance of traffic control signs, barriers, and devices.
- D. Operating a motor vehicle in any area other than a street or a roadway intended for motor vehicles is prohibited.
- E. Pedestrians have the right of way at established pedestrian crossings, except where regulated by traffic control lights or police officers.
- F. Individuals riding bicycles must comply with all applicable traffic rules, regulations, postings, or directions.

#### V. Violations

- A. The following are non-exclusive examples of violations of these rules.
  - 1. Registration
    - a. Unauthorized possession of a parking permit;
    - b. Falsification of registration information; and
    - c. Illegal use, unauthorized use, reproduction or alteration of a parking permit or temporary parking permit.

2. Parking
  - a. In a no parking zone;
  - b. No permit or visitor pass where required;
  - c. Improper display of permit or visitor pass;
  - d. Parked outside of lines or appropriately marked parking space;
  - e. In such a manner as to block or obstruct traffic, street, sidewalk, driveway, fire hydrant, building entrance or exit, or another motor vehicle;
  - f. In a fire lane;
  - g. Overtime in a metered space;
  - h. Illegal entry/exit in an access-controlled or gated parking facility, which includes, but is not limited to, tailgating another motor vehicle;
  - i. Non-operative vehicle parked on Southwest owned or controlled property for longer than seven (7) days without permission from the Office of Police Services/Public Safety;
  - j. Breaking the gate in an access-controlled gated parking facility; and
  - k. Disability parking violation, as defined by state law (including, but not limited to, unauthorized use of a disabled parking space, ramp, plate, or placard; parking a motor vehicle so that a portion of the motor vehicle encroaches into a disabled space in a manner that restricts, or reasonably could restrict, a person confined to a wheelchair from exiting or entering a motor vehicle properly parked within a disabled parking space). Fines for violating the disability parking laws cannot be suspended or waived where prohibited by T.C.A. § 55-21-108.
- B. Southwest police officers may issue citations for violations of this policy, city or county ordinances, and/or state laws. Individuals who receive a citation for violations of city or county ordinances and/or state laws must appear in court on the court date listed on the citation or pay the citation fine if appearance in court is not required.
- C. Fines
  1. Southwest's Traffic and Parking fines do not exceed the greater of fifty dollars

(\$50.00) or the amount set by any state law, or any county or municipal ordinance in the jurisdiction for the same offense. The jurisdiction is determined by the location of the property owned or controlled by the College. For instance, the Union Campus is under the jurisdiction of Shelby County, Tennessee. When Tennessee statute requires that a fine be set at more than fifty dollars (\$50.00), the College will set the fine in compliance with the statute. Any such citation written as a violation of a city or county ordinance and/or state law will be resolved by a court; any such violation issued as a College citation will not involve a fine of greater than fifty dollars (\$50.00).

2. Fine amounts have been approved by TBR.
3. All Southwest Traffic and Parking fines are affirmatively communicated on the [Financial and Administrative Services](#) webpage. They are also stated below. *Note that if a citation is written as a violation of a city, county, or state regulation, it will be resolved by a court and the citation amount could be more than the amount listed below.*

Parking/blocking disabled access, van access, loading area	\$50
Safety hazard (blocking sidewalk, traffic lane, fire hydrant, fire lane)	\$50
Parking in space not authorized by permit	\$15
Parking vehicle outside legal parking space or over stall lines or blocking legally parked car in space	\$15
Unauthorized overnight parking	\$15
Parking a vehicle on campus for the purpose of habitation, repair or storage	\$15
Failure to display current/valid Southwest parking permit	\$15
Parking in a reserved space	\$15
Moving violations	\$15
All other violations	\$15

## VI. Enforcement

- A. Without advance notice, Southwest may tow, boot, or remove to a place of storage at the owner's expense any motor vehicle that is parked in a fire lane, designated disabled parking space, spaces reserved for designated motor vehicles, or motor vehicles parked in such a manner as to impede the flow of traffic or disrupt the College's affairs.
- B. The College may tow, boot, or remove to a place of storage at the owner's expense any motor vehicle that has unpaid parking citations as long as advance notice and an opportunity to contest has been given. Windshield notices and/or other methods of notification will be used to provide the operator of the motor vehicle with advance notice of the intent to tow and the operator's right to a contest.

- C. Southwest may revoke parking privileges for repeated and/or deliberate parking or moving violations.
- D. Any student who receives \$100.00 or more in traffic and/or parking violations Southwest owned or controlled property during any semester may be subject to disciplinary action.
- E. Parking permits are issued to persons, not motor vehicles, and are required to be affixed to a motor vehicle. Permit holders are responsible for citations incurred with their permit. Persons will also be held liable for a violation incurred by a motor vehicle without a permit when that motor vehicle is reasonably shown to be associated with the person.
- F. Any student, employee, or visitor who has received a Southwest-issued citation may appeal the citation within fifteen (15) business days of the date of issuance. Citations issued by the College and not appealed must be paid within fifteen (15) business days of the issuance date of the citation.


## VII. Appeals

- A. Any student who has received a College-issued citation may appeal the citation pursuant to Southwest Policy [3:02:02:00/10](#) within seventy-two (72) hours of the issuance date of the citation. Appeals may be filed in person or [online](#). Appellate decisions are final.
- B. Any employee who has received a College-issued citation may appeal the citation pursuant to Southwest Policy [6:00:00:00/10](#) within seventy-two (72) hours of the issuance date of the citation. Appeals may be filed in person or [online](#). The decision of the decision of the Faculty/Staff Traffic Appeals Committee is final.
- C. A guest or any person not affiliated with the College who receives a College-issued citation may also appeal within seventy-two (72) hours of the issuance date of the citation. Appeals may be filed in person or [online](#). The decision on appeal is final.

### Responsible

Source of Policy: VP of Student Affairs Administrator: Chief of Admin Services

Related Policy: 3:02:02:00/10; 6:00:00:00/10 TBR Policy Reference: 7.05.00.00

Approved:  Date: January 29, 2024  
 President