

Parking Regulations

1. Disciplinary Action- **faculty, contractors, staff (employees), students and visitors:** Any employee or student who has failed to pay citations is subject to disciplinary action. Students with outstanding traffic citations will not be permitted to register at the beginning of the semester until debt is cleared. An employee with outstanding traffic citations will not be allowed to register a vehicle or purchase a parking permit.
2. Students with unpaid fines will be subject to the following sanctions: holds on release of records, degree conferral, and/or referral to outside collection agencies. Please note that if you have a **HOLD** on your records you must contact the Treasurer's Office as all traffic fines must be paid at the Student Accounts Window in the Fite Administration Building. Your hold will only be released by the Treasurer's Office once a payment is made. A **HOLD** will **NOT** be released unless the above procedure is followed.
3. **Employees or a student** who receive **MORE THAN** Three (3) citations, paid or unpaid (but not including citations under appeal) in the same academic year may be required to forfeit his or her parking privilege for the remainder of that academic year. Such a violator will be scheduled to appear before an Appeals Board. The Board will make a recommendation to the Director of Public Safety about forfeiture of the parking privileges. A person who parks his or her car on campus after the parking permit has been forfeited may have their car towed and impounded.
4. All parking permits must be obtained and used according to Carson-Newman regulations. Acceptance of a permit indicates acknowledgment and a contract to accept the parking regulations.
5. Employees and students must provide current vehicle registration with their permit application. Vehicle registration information includes: make, model, year, license plate number, state of issue, and vehicle identification number (vin). Permit holders are responsible for maintaining current vehicle information with the Department of Public Safety.
6. Vehicles must be parked in areas/spaces that correspond with their permit. Authorization to park in special areas can only be granted by the Department of Public Safety (written permission is strongly recommended).
7. Carson-Newman parking regulations do **NOT** allow exceptions for vehicles with hazard lights flashing and/or for improperly parked vehicles for even a very limited duration.
8. Designated handicap parking spaces are for the exclusive use of vehicles displaying handicap hangtags or disabled license plates **AND** a valid Carson-Newman parking permit.
9. Parking permits are **NOT** transferable from the permit owner's vehicle to another vehicle in their possession. The permit is **NOT** transferable from person to person.

10. Permit owners are responsible for contacting the Department of Public Safety if they get a new vehicle or if their permit is lost or damaged.
11. Obtaining a Parking Permit does not guarantee a parking place nor does the absence of a parking space constitute justification for violation of parking regulations.
12. **Please note that parking a vehicle on the Carson-Newman campus is a privilege that can be voided, even after a permit is provided.**
13. Visitors are **NOT** exempt from Carson-Newman parking regulations; specifically, fire lanes, handicap spaces, or reserved spaces. Flagrant violations may result in a vehicle being towed at the owner's expense.
14. All vehicles operated by Carson-Newman students or employees are required to be registered with the Department of Public Safety. Registration improves the security of campus, identifies the operator as affiliated with the university, and allows for the expedient notification in the event of any emergency. These regulations are applicable to all students, faculty, staff, contractors, and visitors of Carson-Newman University.
15. Regulations are enforceable seven (7) days a week, twenty-four (24) hours a day, including holidays and breaks.
16. Students are allowed to park in any valid parking space (red, white or blue) between 5 P.M. and 7 A.M., Monday through Friday, and all times during weekends. ****Except for Lot L29 (Library Lot) which is reserved for employees only, 24 hours a day/seven days a week**, RLC (Red Spots at Dorms) and *The First Baptist Church Parking Lot* ****A VALID DECAL OR PASS IS STILL REQUIRED AT ALL TIMES ON CAMPUS******
17. Vehicle registration must be renewed at the beginning of each Fall Semester and is valid until the beginning of the following Fall Semester so long as the registrant remains a student or a university employee.
18. A vehicle registration must be accomplished by the first day of class or within 72 hours of acquiring a vehicle. A temporary parking pass (aka visitor pass) is still required during this 72-hour period.
19. The person to whom a vehicle is registered is responsible for that vehicle and all violation citations issued thereto. If the person operating the vehicle is other than the registrant when a violation is committed, both he or she and the registrant may be cited.
20. Regular parking on all university lots, streets, or leased lots will be by parking permit only.
21. Vehicles are restricted to one parking space. Oversized vehicles and non-motorized vehicles and equipment are prohibited in campus parking spaces except in cases approved in writing by the University.

22. The **PARKING DECAL** must be permanently affixed to the front window on the driver's side lower portion of the window.
23. Persons obtaining parking permits must be prepared to show positive proof of ownership.
24. Traffic control signs, devices and directions of Police Officers, and Security Guards will be obeyed.
25. Pedestrians have the right-of-way at established pedestrian crossings, except where regulated by traffic control lights or police officers.
26. All parking in University lots is by permit only. Maps of the campus and visitor parking permits are available at the Department of Public Safety (2209 Branner Ave), the switchboard in the Fite Administration Building, or Admissions Office located in the Butler Residence Hall. **NO ONE** may issue a permit except for the Department of Public Safety or its Authorized designee at the Fite Administration Building or Admissions. **Students may park in BLUE or WHITE spaces or any dual use BLUE/WHITE, BLUE/RED spaces.**
27. Red Parking spaces are reserved for Faculty and staff only
28. Parking privileges may be revoked or suspended for multiple violations of parking regulations.
29. Lost or stolen decals must be reported to Department of Public Safety immediately.
30. All vehicles that belong to the immediate family member of an employee or student, whether registered with Carson-Newman or not, will be considered the responsibility of that employee or student. Any parking violations charged against that vehicle will be the responsibility of the employee or student.
31. The following examples shall constitute violations of these regulations:
 1. **Registration**
 - a. On university property with no visible decal permit or registration
 - b. Altered or mutilated decal or parking pass
 - c. Unauthorized possession of decal or parking pass
 - d. Falsification of registration information to obtain a visitor's pass or decal
 2. **Parking**
 - a. In a No Parking zone
 - b. In unauthorized area
 - c. In loading zone (including loading docks)
 - d. Blocking Dumpsters
 - e. In fire lane
 - f. Blocking or obstructing traffic, street, sidewalk, driveway, fire hydrant, building entrance and/or exit, or another vehicle
 - g. Parked wrong way on one-way street or against traffic
 - h. Disability parking violation, as defined by State law (e.g., an unauthorized use of a disabled parking space, ramp, plate, or placard; parking a vehicle so that a

portion of the vehicle encroaches into a disabled parking space in a manner which restricts, or reasonably could restrict, a person confined to a wheelchair from exiting or entering a vehicle properly parked within a disabled parking space).

- i. Parked outside of lines or appropriately marked space
 - j. Parking is **PROHIBITED AT ALL TIMES** (including University CLW and chapel services) in the North lot of First Baptist Church (adjacent to Ken Sparks Way and the Baker Building). Persons parking illegally in the F.B.C. North lot **may have their vehicles towed at their expense.**
3. **Moving Violations**
- a. Exceeding posted speed limit
 - b. Excessive speed for existing conditions
 - c. Failure to obey traffic control signal or sign
 - d. Failure to obey a Police Officer or Security Officer
 - e. Operating a vehicle without a valid operator's license
 - f. Driving off roadway or street
 - g. Reckless driving and/or racing
 - h. Failure to yield right-of-way at pedestrian crossing
 - i. Leaving scene of accident
 - j. Failure to signal turn or stop
 - k. Wrong way on one-way street
 - l. Following too closely
 - m. Operating mechanically unsafe vehicle
 - n. Driving while under the influence of alcohol or narcotics
 - o. Operating vehicle causing loud or unnecessary noise, such as: loud mufflers, horns, stereo system, P.A. systems, etc.

Handicapped /Accessible Parking



Revisions to Accessible Parking Permit Regulations Note: On July 1, 2016, the following revisions to the accessible parking policy will take effect. Enforcement of the policy revisions will begin on August 1, 2016 when the 2016-17 new permits begin.

The revised policy will require vehicles operated by students, faculty, contractor, and staff who need accessible/handicapped parking to purchase and display a dual registration, which includes a valid state-issued accessible/handicapped placard or license plate and a Carson-Newman University permit. A permit will be at the standard permit cost (depending on your designation staff, commuter, non-commuter, etc.). There is no additional cost to those permit holders, beyond the standard permit fee. All vehicles displaying dual registration will be allowed to park in any accessible/handicapped space as well as any unreserved, Carson-Newman vehicle space.

Persons needing a permit will need to provide:

- Photo ID
- State registration for the Accessible Placard
- Valid accessible/handicapped placard or accessible license plate DMV record

Short Term Handicapped / Accessible Parking



Students and employees who require a temporary disability pass shall go to the Carson-Newman Health Services for review of your physician's authorization form or an appointment for evaluations. This will allow the school to facilitate and explain what options are available to assist you during your temporary need. They will sign off on your paperwork and you will then bring it to the Department of Public Safety Office where you will be issued a temporary pass.

Impound/Towing Policy

The choice to impound an automobile will not be undertaken lightly; however, an illegally parked automobile may be impounded without notification, and at the owner's expense, if it presents a hazard to motorists or is hindering traffic. Other automobiles subject to instantaneous impoundment include, but are not limited to, those parked in clearly marked "Tow Away Zones," "Fire Zones", or those parked in spots reserved for specific personnel, automobiles that are abandoned or noticeably inoperable, and those receiving **THREE** or more parking citations (paid or unpaid). In other words, the automobile is subject to impoundment straightaway upon receiving the **THIRD** citation. If a vehicle remains in the same space without being moved or is clearly disabled for a period of **SEVEN** sequential days without the owner/operator/student communicating The Department of Public Safety with a reasonable date the vehicle will be moved.

Although the University assumes no liability for damage or losses incurred as a result of such impoundment, The Department of Public Safety shall endeavor to inventory the contents of impounded vehicle(s) in order to account for any and all valuables contained therein. However, **NO** officer shall attempt to gain entry for inventory purposes if the vehicle is secured (locked). The lawful titleholder of the vehicle is responsible for all towing and storage charges pertaining to the impoundment. The inventory shall be incorporated into the report on this incident.

The Department of Public Safety utilizes the services of Cherokee Towing of Jefferson City for towing and impoundment services. They are located at 931 TN-92, Jefferson City, TN; their phone number is (865) 475-9429. They can be contacted during normal business hours 8:00 a.m. to 5:00 p.m. to arrange to recover your vehicle.