



Carson-Newman University Parking Regulations

1. **Disciplinary action for contractors, 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 their debts are cleared. An employee with unpaid traffic citations will not be allowed to register a vehicle or purchase a parking permit. The Department of Public Safety may choose to send the unpaid citations to a collections agency.
2. Students with unpaid fines will be subject to the following sanctions: holds on the release of records, degree conferral, or referral to outside collection agencies. Please note that you must contact the Treasurer's Office if you have a hold on your account. Unpaid traffic fines, that have resulted in holds, must be paid at the Student Accounts window at the Fite Administration Building. The Treasurer's Office will only release your hold once payment has been made.
3. **Employees or students** who receive three (3) or more citations, paid or unpaid (but not including citations under appeal) in the same academic year, may be required to forfeit their parking privilege for the remainder of that academic year. A person who parks their car on campus after the parking permit has been forfeited *may have their vehicle towed* and impounded. **In addition, vehicles that have accrued three (3) or more unpaid parking citations may have their vehicle booted until the delinquent fines are paid or at the direction of the Director or Patrol Supervisor of Public Safety.**
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, and state of issue. In addition, 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 particular 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 or for improperly parked vehicles for even a very limited duration.
8. Designated handicap accessible 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. Likewise, the permit is **NOT** transferable from person to person.

10. Parking permit holders 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 violating parking regulations, staff or students.
12. **Please note, 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. Additionally, flagrant violations may result in a vehicle being towed at the owner's expense.
14. All vehicles operated by Carson-Newman students or employees must be registered with the Department of Public Safety. Registration improves campus security, identifies the operator as affiliated with the University, and allows for expedient notification in an emergency. These regulations apply to all students, faculty, staff, contractors, and Carson-Newman University visitors.
15. Regulations are enforceable seven (7) days a week, twenty-four (24) hours a day, including holidays and breaks, including summer.
16. Students may park in any valid parking space (red, white, or blue) between 5:00 P.M. and 7:00 A.M., Monday through Friday, and all times during weekends.

****EXCEPTIONS to 16****

**** Lot L29 (Library Lot), which is reserved for employees only, 24 hours a day/seven days a week****

****R.D. (Red Spaces at Dorms and App Commons)****

****Anywhere behind Swann Residence Hall****

****Chambliss/Art Lot 24/7 Faculty****

****Cobblestone Lot at Drama and Ted Russell Center****

17. Vehicle registration is valid for the duration of your time at Carson-Newman University. *Example:* If you have the same vehicle for 4 years, you will only need one decal. If you acquire a new vehicle or need a new decal one can be issued upon the students request.
18. 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 these 72 hours.

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 someone other than the vehicle owner, that person and the registrant may be cited when a violation is committed.
20. Only vehicles with a parking permit may park on all university lots, streets, or leased lots.
21. Vehicles may not use more than one parking space. Oversized vehicles, non-motorized vehicles, recreation, and construction equipment are prohibited in campus parking spaces unless approved by the University.
22. The parking decal **MUST** be permanently affixed to the inside front windshield, on the driver's side lower portion.
23. Persons obtaining parking permits must show positive proof of ownership.
24. All students, staff, faculty, and visitors will obey traffic control signs, devices, police officers, and security officers' directions.
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 the 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 any space that is *NOT* painted red.**
27. Red Parking spaces are reserved for faculty and staff only (See regulation No.16 for exceptions)
28. Parking privileges may be revoked or suspended for multiple violations of parking regulations.
29. Lost or stolen decals must immediately be reported to the Department of Public Safety.
30. All vehicles that belong to an employee or student's immediate family member, whether registered with Carson-Newman or not, will be considered the responsibility of that employee or student. Therefore, any parking violations charged against that vehicle will be the employee's or student's responsibility.
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 an unauthorized area
 - c. In a loading zone (including loading docks)
 - d. Blocking dumpsters
 - e. In a fire lane
 - f. Blocking or obstructing traffic, street, sidewalk, driveway, fire hydrant, building entrance or exit, or another vehicle
 - g. Parked wrong way on a one-way street or against traffic
 - h. Parked against a yellow painted curb (subject to citation by JCPD)
 - i. Disability parking violation, as defined by State law (e.g., unauthorized use of a handicap accessible 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 parked adequately within a handicap parking space).
 - j. Parked outside of lines or appropriately marked space
 - k. No cones, designated for blocking parking spaces, will be moved, this will result in a citation.
 - l. Construction of West Campus Commons has caused a minor redirect of traffic. Please be mindful of construction areas and do not block a construction pathway. If a pathway is blocked by a vehicle it will be towed at the owners expense, no exceptions.
 - m. If you park on private property, you may be towed at your expense, by the property owner. Be mindful of where you park.

Handicapped / Accessible Parking



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, including 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 usual permit fee. All vehicles displaying dual registration will be allowed to park in any accessible/handicapped space and 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 D.M.V. record

Short Term Handicapped / Accessible Parking



Students and employees who require a temporary disability pass shall go to the Carson-Newman Health Services to review 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 taken lightly; however, an illegally parked vehicle may be impounded without notification and at the owner's expense if it presents a hazard to motorists or hinders traffic. Other automobiles subject to immediate 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. Vehicles that are abandoned or noticeably inoperable, and those that have received **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. Disabled vehicles in the same parking area or space for **SEVEN** sequential days will be towed unless the owner received permission from the Department of Public Safety to stay there.

Although the University assumes no liability for damage or losses incurred due to such impoundment, The Department of Public Safety shall endeavor to inventory the impounded vehicle(s) contents to account for any valuables contained therein. However, no officer shall attempt to gain entry for inventory purposes if the vehicle is secured (locked). The vehicle's registered owner is responsible for all towing and storage charges pertaining to the impoundment. A vehicle inventory will be included in the incident report.

The Department of Public Safety utilizes Cherokee Towing of Jefferson City for towing and impoundment services. Cherokee Towing is located at 931 TN-92, Jefferson City, TN. Their phone number is (865) 475-9429. The vehicle owner can contact Cherokee Towing during regular business hours, 8:00 A.M. to 5:00 P.M. to arrange to recover your vehicle.

STUDENT



FACULTY/STAFF



Campus Map Scan Below

