



MEHARRY MEDICAL COLLEGE TRAFFIC AND PARKING POLICY

(Revised 1-14-2015)

The following regulations apply to all visitors, students, faculty, staff and others who operate motor vehicles on the campus of Meharry Medical College. We solicit your cooperation in adhering to these regulations for the orderly movement of traffic, parking convenience, and safety of the entire college community.

A. Registration of Vehicles

- (1) Any motor vehicle operated on campus by faculty, staff, or students must be registered with the Department of Campus Safety and Security (DCSS). All visitors must also obtain a temporary parking permit from the DCSS. Construction personnel are allowed to park their company vehicle in the MMC designated "vendor" parking, provided the vehicle(s) is clearly marked with the company logo or sign. Generally, unmarked personal or company vehicles are not allowed to park in "vendor" spaces. Exceptions are made for contractors with approval from the Chief of Security, and a "temporary" parking pass has been issued.
- (2) Vehicle registration for "new hire" faculty and staff must be obtained within three days of employment. Veteran employees' vehicle registration must be completed no later than the last day of September, annually. Student vehicle registration must be completed no later than the last day of August.
- (3) The expiration date on vehicle decals for students and tenants living in campus housing is August 31st of each year. The expiration date on vehicle decals for employees is September 30th each year. Employee decals are designed to "cling" to the windshield, which allows the employee to easily remove the decal and use on another registered vehicle. The DCSS reserves the right to cancel decals, if deemed necessary.
- (4) The decal should be affixed to the windshield and displayed on the driver's side at the bottom left corner. In those cases where compliance with the above is not feasible, submit your reasoning to the Chief and Director of Campus Safety and Security for an approved alternative. The permit must be clearly visible through the front windshield when viewed from outside. If in doubt, consult with the Security Dept. for proper placement of the permit. The responsibility of properly displaying the decal rests with the individuals.
- (5) Remove expired decal each year.
- (6) Vehicle owners must present the following at registration of vehicle:
 - a. Proof of insurance

- b. Proof of ownership (on each car to be registered)
- c. Driver's license
- d. College ID or stamped registration for students.

- (7) All temporary employees are issued a temporary parking pass in place of a parking decal.
- (8) Temporary employees are not eligible to pay for parking via payroll deduction.
- (9) Temporary employees must pay parking fees before a temporary pass will be issued.
- (10) No student or employee will be allowed to register another person's vehicle or waive their parking fee (this includes spouses).
- (11) Report ownership changes; mutilated or defaced decals are to be turned in to the (DCSS).
- (12) Changes in registration fees will be announced at the beginning of each academic year for students, and prior to the end of the official registration period for employees.
- (13) It is against College policy to borrow or loan your MMC Parking Decal to others.
- (14) Non-Meharrians who reside in campus housing facilities must pay a separate monthly fee before parking their vehicle on campus property.

B. Decal Replacement Fee or Second Decal

- (1) The student parking rate covers one vehicle/one parking space. Students are issued a less expensive decal and may purchase a 2nd at a prorated fee. However, the initial decal must be returned to the Security administrative office before a replacement will be issued. Lost or stolen student decals can be replaced in two ways:
 - a. The student may elect to purchase a new decal by paying the full (prorated) cost to cover parking each day for the remainder of the registration period (thru August 31st).
 - b. The student may elect to receive a "temporary parking pass" to cover the remainder of the parking cycle (thru August 31st). The "pass" must be displayed on the left side of the dashboard while parked on campus. There will be no extra charge for the "pass"; however, the normal "annual fees" would remain in effect.
- (2) Only one "clinging" vehicle decal will be issued to an employee or resident. Lost or stolen employee decals can be replaced in two ways:
 - a. The employee may elect to purchase a new decal by paying the full (prorated) cost to cover parking each day for the remainder of the registration period (thru September 30th). Additionally, the employee would be required to continue paying the original "per pay period" fee, **OR**
 - b. The employee may elect to receive a "temporary parking pass" to cover the remainder of the parking cycle (thru September 30th). The "pass" must be

displayed on the left side of the dashboard while parked on campus. Each of the employee's registered vehicles must be listed on the "pass". There will be no extra charge for the "pass", however the normal "per pay period" fees would remain in effect.

- (3) Employees or residents that fail to move the "clinging" decal from one registered vehicle to another must stop by the Security office and obtain a temporary parking pass before proceeding to the assigned area. Patrol Officers rely on this method to determine who belongs and who doesn't. Failure to comply with this policy will result in ticketing and towing.
- (4) Persons wishing to cancel/waive parking assignments may do so by completing the appropriate form and the Security Department will process the request. Students who do not utilize parking must submit a MMC Parking Waiver no later than Sept. 15th of each year. The student or employee receives a decal is required to remove the decal from his/her windshield and return it to the DCSS.
- (5) Reimbursement may be requested of persons on extended leave. Before departure, please complete a MMC Parking Waiver, remove the decal and return it to the DCSS. When the extended leave is not planned in advance, contact the security office and express your desire to waive parking during your absence. Failure to give adequate notice may result in forfeiture of parking fees.

C. General Regulations

- (1) All local and state rules and regulations, directional signs and signals governing the use of motor vehicles shall be observed at all times.
- (2) The speed limit on campus is 15mph, unless otherwise posted.
- (3) All vehicles must come to a complete stop at intersections where a stop sign is located.
- (4) Motorists must give pedestrians the right of way at designated crosswalks.
- (5) Unnecessary noise from horns and mufflers is prohibited.
- (6) Loading zones and service zones are reserved exclusively for service vehicles.
- (7) Motor vehicles must be parked within the marked spaces where provided; not on lines, straddle lines or on curbs.
- (8) Possession and display of a decal to which one is not entitled is a violation.
- (9) Transferring a decal from one car to another is authorized by employees, provided the vehicle is registered with the DCSS. Student decals are not interchangeable.

- (10) Only registrants of vehicles will be responsible for violations pertaining to their vehicle, regardless of who is operating it. The registrant is also responsible for removing the decal when the vehicle is sold or otherwise disposed of or transferred.
- (11) Immobilized vehicles will not be left on the campus beyond seven days. Vehicles left on campus beyond the established time will be towed away at owner's expense.
- (12) Backing into parking spaces with signage mounted on a pole is prohibited.
- (13) Any vehicle in violation of the college parking regulations is subject to ticketing and towing. The DCSS may immediately ticket and tow unauthorized vehicles from handicapped spaces and fire lanes. When vehicles are found illegally parked in handicapped spaces located behind the Dorothy Brown Hall, an attempt will be made to notify the owner before the vehicle is towed. Patrol officers are required to report the make, model and license plate number to the hospital administrator's office (MMG). The vehicle information will also be reported to the General Hospital information desk for announcement over the intercom. If towed, a vehicle can be located by contacting the DCSS at 327-6254, and can be reclaimed after the towing cost has been paid. A vehicle cannot be towed without receiving a ticket; thus, a ticket fee is associated with each tow. The ticket fee must be addressed within five business days if appealed, and paid within 14 business days to avoid additional fees. Three or more violations in a 12 month period may result in a vehicle being towed from campus.
- (14) **The boot policy is currently not in affect.** The MMC policy to boot a vehicle occurs after three citations are written on a vehicle. This policy will also apply when the owner/driver cannot be identified (Non-Meharrian). Chronic violators with a MMC decal are subject to be booted. Each citation following also receives a boot. A large warning sticker will be placed on the driver's side window as a notice of the boot and with directions to contact the DCSS. The boot fee plus the cost of the original citation and any previous citations that are outstanding must be paid prior to the vehicle boot being removed. Towing fees are paid directly to the towing company. **(Boot – is an immobilizing device that is attached to the wheel of unregistered, unauthorized parking and chronic violations on the Meharry campus. These devices are generally used Monday through Friday, 7:30 a.m. to 5:30 p.m., except on official holidays.)**
- (15) If a person/vendor is coming on campus to tow, pick up or service your vehicle, call the DCSS and give your name and the person/vendors name that is rendering the service.
- (16) Anyone utilizing campus parking facilities and/or parking lots must pay to park. The fee to utilize these areas is subject to change without notice.

D. Penalties and Fines

- (1) The revocation of a parking permit and/or disciplinary action recommended is warranted for the following: using a permit not properly issued; transferring or allowing a permit to be transferred to another vehicle.

- (2) The DCSS is open twenty-four hours a day, seven days a week for information concerning tickets and fines.
- (3) Vehicles improperly parked may be subject to ticketing and towing at any time.
- (4) Vehicles illegally parked in loading zone spaces will be ticketed and towed.
- (5) Vehicles illegally parked in reserved spaces between the hours of 6:00 am – 6:00 pm will be ticketed and towed.
- (6) Vehicles illegally parked in fire lanes will be ticketed and towed.
- (7) Violations may be appealed to the Appeals Board within five (5) business days.
- (8) In addition to the imposition of penalties and charges hereby established, the DCSS may refer any violator of these regulations/policies to the appropriate administrative official for additional action.

E. Enforcement Hours

Parking restrictions are in effect twenty-four (24) hours a day, seven (7) days a week.

Reserved Parking spaces are enforced from 6:00 am – 6:00 pm.

Students are allowed to utilize reserved spaces in the 21st Avenue Garage (only) from 6:00 pm to 6:00 am.

F. Pedestrians

- (1) Cross the street at crosswalks only.
- (2) Do not stand in the street and talk to vehicle operators.
- (3) Pedestrians have the right of way at all crosswalks.

G. Traffic and Parking Violations

Traffic violations warranting a ticket or ticket and tow include, but are not limited to:

- (1) Speeding on campus property
- (2) Vehicle not registered
- (3) Parked outside permitted areas
- (4) Parking in EMERGENCY or ambulance areas
- (5) Parked in crosswalk
- (6) Blocking driveway/access

- (7) Failure to stop at stop sign on campus property
- (9) Illegal use of permit
- (10) Permit not displayed, or properly displayed
- (11) Disregarding NO PARKING sign
- (12) Parked in Fire Lane
- (13) Blocking Drive, walkways and doors
- (14) Unauthorized parking in handicap space
- (15) Unauthorized parking in loading zone
- (16) Parking on grass
- (17) Parking at a yellow curb
- (18) Obstructing vehicular traffic
- (19) Parking over or beyond curb
- (20) Parking in a space or area not clearly designated for parking
- (21) Parking in area in which permit does not apply
- (22) Parking vehicle and it occupies more than one designated parking space
- (23) Exceeding time limit
- (24) Backing into parking spaces with signage mounted on a pole is prohibited
- (25) Double parking

***It is against state law to illegally park in fire lanes and handicapped spaces.**

H. Parking Fine Collection:

All parking fines are due 14 days after the violation date and are payable at the Meharry Treasurers Office (located on the 5th floor of the LRC Building) or the DCSS. Credit cards **cannot** be accepted at the DCSS administrative office.

Parking fines that are not paid on or before midnight on the 14th day will be overdue and the fine will be increased by 50 % on the 15th day after the ticket date.

Example: \$10.00 Original Fine

\$ 5.00 (50 % penalty of the original fine)

\$ 15.00 Amount due after 14th day, but before the 31st day

Parking fines that are 30 days over due will double (the original ticket fine plus 50 %) on the 31st day after the ticket date.

Example: \$10.00 Original Fine

\$ 5.00 (50 % penalty of the original fine)

\$ 15.00 Amount due after 14th day, but before the 31st day

x 2 Double on the 31st day after the ticket date

\$ 30.00 Amount due on the 31st date from the ticket date

Parking fines issued to students which are unpaid before or on the 30th day will have a “hold” placed on their student account until the fines are paid in full. Unpaid parking fines will prevent the issuing of a new decal on the decal’s expiration date. Unpaid parking fines will restrict students from receiving grades, registering for classes, etc. Additionally, unpaid parking fines by students may result in disciplinary action if the parking rules/policies continue to be ignored after the third violation.

Any vehicle ticketed for a third violation with two outstanding tickets that have not been paid or settled, will be ticketed and towed and will not be released until the full debt has been paid or settled by the Director of Campus Safety and Security.

Fines issued to employees will be deducted from the employee’s paycheck following the 31st day of the ticket date. Unpaid parking fines by employees may also result in disciplinary action if the parking rules/policies continue to be ignored after the third violation.

APPEALS:

Students, faculty, residents or staff members cited for a parking violation are provided an opportunity to appeal the citation by submitting a written explanation of the circumstances surrounding the issuance of a citation. The original Parking Citation Appeal Form (B) must be submitted to the administrative section of the security department within five (5) business days following the issuance of the citation. If desired, appeal form (B) may be found on page 8 of this document and printed in advance or obtained from the DCSS Office. The appeal must include a photo copy of the original citation before it is submitted to the administrative section of the security office. The document will be date stamped, logged and the appellant is provided a copy. The original citation will be date stamped, photo copied and returned.

Appeals submitted after the five (5) business day limit will not be considered (NO EXCEPTIONS). If an appeal is filed within the limit, the overdue start date of the citation will not begin until the appeal has been decided.

The Director of the DCSS will appoint a five member board to hear or review all appeals and make a recommendation to the Director. The Director is bound by the recommendation of the board. The board will consist of one student; one MMC staff employee, one MMC faculty member, one DCSS employee (when possible) and the chairperson will be the Director of Campus Safety and Security. The board will review all parking citation appeals on the fourth Wednesday of each month (12pm in the office of the DCSS). A decision will be reached on the merits of the submitted written appeal. The appellant is not required to be present but may elect to make a

presentation during the review, before a final decision is made. The appellant must notify the administrative section of the security office at the time the appeal is filed if he/she plans to attend. This protects the privacy of board members who wish to remain anonymous.

The Board will conduct weighted voting of the options considered. The option receiving the most votes will be the recommendation of the Board. The DCSS will attempt to notify the appellant by phone or the internet of the final decision. However, the appellant has the primary responsibility to follow-up with the administrative section of the security office before the 14-day grace period ends. All decisions of the Board and/or the Director of the DCSS are final. The Board may consider, but is not limited to the following options:

- (1) Let the citation stand as written along with maximum fines and penalties.
- (2) Let the citation stand as written, but consider lesser penalties.
- (3) Modify the violation and issue a new citation or warning.
- (4) Retire the Citation (file the citation and will only come back up if another violation is received within a year of the ticket date)
- (5) Nullify or dismiss the citation.

The Director of the DCSS or the Board does not have the authority to waive towing fees. Towing fees must be negotiated or appealed at the tow company.

Parking Citation Appeal Form (B) located below.

MEHARRY MEDICAL COLLEGE
Department of Campus Safety and Security

In case of emergency please call: 327-6666

Parking Citation Appeal Form (B)

1. To appeal a MMC parking citation, please complete the top portion of this form and submit it to the administrative section of the DCSS.
2. The appellant must present the original citation when the appeal is filed.
3. Appeals are scheduled for the 4th Wednesday (12 noon) of each month. You may call (615-327-6254) or stop by the administrative section of the security office after your hearing date to check the status of your appeal.
4. Submission of this document confirms that you agree to abide by the board's decision. **ALL DECISIONS ARE FINAL**

Driver's Name (Print): _____ Citation #: _____

License Plate #: _____ State: _____ Date of Citation: _____

Past Student: _____ Current Student _____ Faculty/Staff: _____ Other: (Indicate) _____

Contact Information: Email _____ Phone _____

Explanation: (Use additional sheet if needed)

I hereby request that the above listed parking citation, issued to me, be voided because:

Signature: _____ Date: _____

APPEAL STATUS

Appeal Date: _____

- The citation stands as written along with maximum fines and penalties
Fine with Penalties _____
- The citation stands as written, but considers lesser penalties
Lesser Penalty _____
- Modify the violation and issue a new citation or warning
New Citation or Warning _____
- Retire the Citation (file the citation and will only come back up if another violation is received within a year of the ticket date)
- Nullify the citation (Citation in the files will be noted)

Revised 8/28/2013

Director DCSS: _____ **Date:** _____