



MEHARRY MEDICAL COLLEGE TRAFFIC AND PARKING POLICY (Revised 9-1-2011)

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 and displaying a registration decal obtained from the Department of Campus Safety and Security. Visitors must obtain a "visitor" temporary parking permit from the Department of Campus Safety and Security. 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 unless justification has been approved by Campus Safety and 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 the official registration period.
- (3) Expiration date on vehicle decals for students and tenants living in campus housing is August 31st of each year. 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 Department of Campus Safety and Security reserves the right to cancel decals, if deemed necessary.
- (4) Decal is to be affixed to windshield and displayed on the driver's side at the bottom left corner.
- (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) No student or employee will be allowed to register another person's vehicle.
- (8) Report ownership changes; mutilated or defaced decals are to be turned into the Department of Campus Safety and Security.
- (9) 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.

B. Decal Replacement Fee or Second Decal

- (1) There will be a charge of \$2.00 for any replacement/second decal, for students.
- (2) Only one "clinging" vehicle decal will be issued to an employee. Lost or stolen employee decals can be replaced in two ways:
 - a. The employee may elect to purchase a new decal by paying the 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" would be required to be displayed on the left side of the dashboard while parked on campus. Each of the employee's registered vehicles would be listed on the "pass". There will be no extra charge for the "pass", however the normal "per pay period" fees would remain in force.
- (2) Persons wishing to cancel parking assignments may do so by completing the appropriate form and the Security Department will process the request. The student or employee will be required to remove the parking decal from his/her windshield and return it to the Department of Campus Safety and Security.
- (4) Reimbursement may be requested of persons on extended leave. Upon request for reimbursement, please remove the decal and return it to the Department of Campus Safety and Security.

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 Campus Safety and Security. Student decals are not interchangeable.
- (10) Only registrants of vehicles will be responsible for violations pertaining to the car, regardless of who is operating it, and 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 is prohibited.
- (13) Any vehicle in violation of the college parking regulations is subject to towing. If towed, a vehicle can be located by contacting the Department of Campus Safety and Security at 327-6254, and can be reclaimed after the towing cost has been paid.
- (14) The MMC policy to boot a vehicle occurs after three citations of a vehicle where the owner/driver cannot be identified or has been identified as a vehicle owned or driven by a person who is not a student or employee at the college. Chronic violators with a MMC decal are subject to be booted, also. 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 Department of Campus Safety and Security. 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 is coming on campus to pick up or service your vehicle, call the Department of Campus Safety and Security and give your name and the person or company's name that is rendering the service.

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 Department of Campus of Safety and Security is open twenty-four, seven days a week for information concerning tickets and fines.
- (3) Vehicles improperly parked may be subject to towing at any time.
- (4) Vehicles illegally parked in loading zone spaces will be ticketed and towed.
- (5) Vehicles illegally parked in reserved spaces will be ticketed and towed.
- (6) Vehicles illegally parked in fire lanes will be ticketed and towed.
- (7) Violations may be appealed to the Director of Campus Safety and Security or his designee within five (5) business days.
- (8) In addition to the imposition of penalties and charges hereby established, the Department of Campus Safety and Security 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 hours per day, seven days per week.

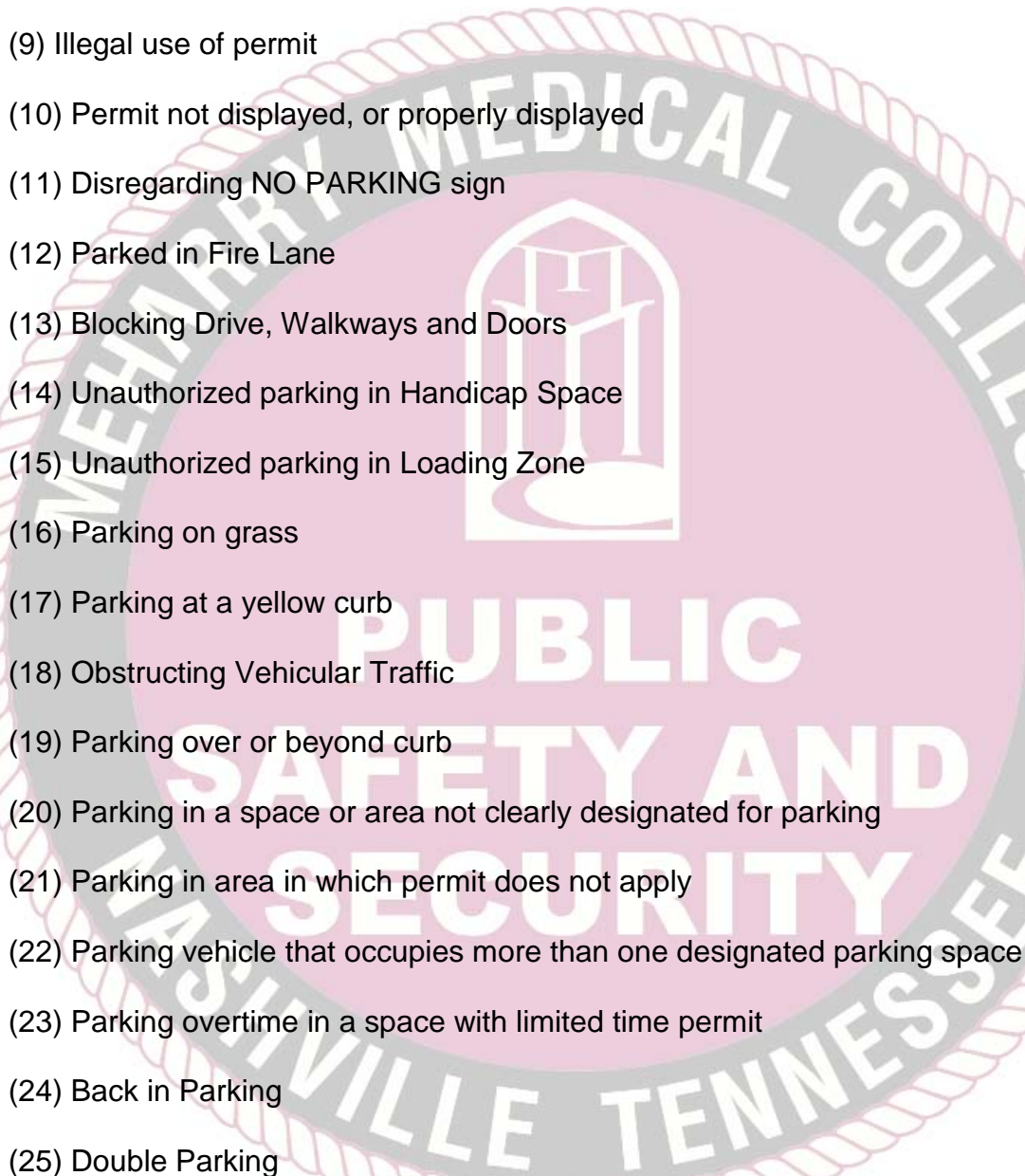
F. Pedestrians

- (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/boot/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

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- (5) Parked in crosswalk
- (6) Blocking driveway/access
- (7) Failure to stop at stop sign on Campus Property
- (8) Reckless driving 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 that occupies more than one designated parking space
- (23) Parking overtime in a space with limited time permit
- (24) Back in Parking
- (25) Double Parking

H. Parking Fine Collection:

All parking fines are due 14 days after the violation date and are payable at the Meharry Finance Office (located on the 5th floor of the LRC Building) or the Department of Campus Safety and Security (DCSS). Credit cards **cannot** be accepted at the DCSS 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 or staff members cited for a parking violation are provided an opportunity to appeal the citation by submitting a written explanation (using the Parking Ticket Appeal Form (A-Online, or the hard copy version-B,) of the circumstances surrounding the issuance of the citation. All appeal forms are required to be submitted to the Director of Campus Safety and Security within five (5) business days following the issuance of the citation. If desired, appeal forms (B) may be obtained from the DCSS Office; the Security Desks in the lobby of the West Basic Sciences Building or the LRC Building, or the online version may be used. The appeal must contain a copy of the citation in question, if using the hard copy version.

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.

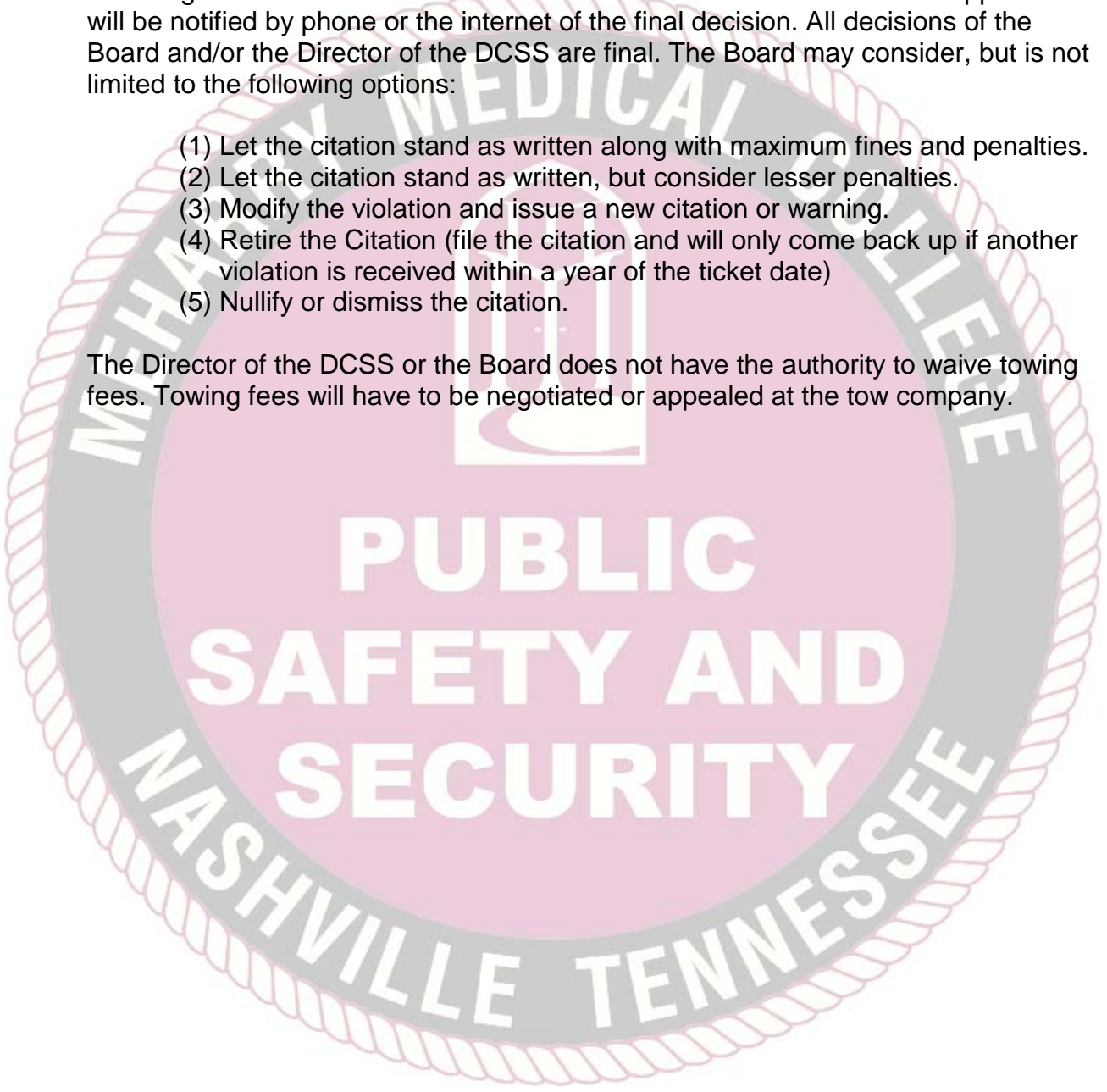
The Director of the DCSS will appoint a five member board to hear or review all appeals and make a recommendation to the Director. The Director is not bound by the recommendation of the board. The board will consist of two students; one MMC staff employee, one MMC faculty member, one DCSS employee and 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 Department of Campus Safety and Security). 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 Board will conduct weighted voting of the options considered. The option receiving the most votes will be the recommendation of the Board. The appellant will be notified by phone or the internet of the final decision. 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 will have to be negotiated or appealed at the tow company.



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 Meharry Medical College parking citation, please complete the top portion of this form and submit it to the Department of Campus Safety and Security.
2. Appeals are scheduled for the 4th Wednesday (9am) of each month. You may call (615-327-6254) or stop by the Department of Campus Safety and Security after your hearing date to check the status of your appeal.

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)

Director DCSS: _____ Date: _____