



Trevecca Nazarene University

2017-2018 University Vehicle Code

Authority and Purpose

Trevecca Nazarene University's Cabinet designates the Trevecca Nazarene University Security Department to enforce traffic rules and regulations on campus. These rules and regulations apply to all faculty, staff, students, and visitors at any TNU campus or property. It is each individual's responsibility to know, understand, and abide by the requirements of the University Vehicle Code (UVC) and the Tennessee Department of Transportation.

1. Registration Information

1.1 All Vehicles

- 1.1.1 TNU's Vehicle registration is a privilege and not a right.
- 1.1.2 All Vehicles must be registered with the Trevecca Nazarene University Security Department. This does not include vehicles from the Trevecca Towers or the Trevecca Healthcare Center.
- 1.1.3 Current registration grants a person vehicular access to university property. Registration does not guarantee a parking space.
- 1.1.4 All permits are the property of Trevecca Nazarene University. The Trevecca Nazarene University Security Department reserves the right to deny or revoke a permit.
- 1.1.5 Vehicle registration is available online through iParq at tnu.thepermitstore.com. The permits for resident students, employees, and commuting students are delivered by mail. All other permits must be picked up at the Trevecca Nazarene University Security Department office.
- 1.1.6 Permits must be adhered to the bottom of the rear windshield.
- 1.1.7 Removal or defacing a parking permit will invalidate registration. All parking permits must be visible from the outside of the vehicle at all times.
- 1.1.8 The registered owner of the vehicle is responsible for notifying the Trevecca Nazarene University Security Department on any sale or registration change and updating his/her vehicle information at tnu.thepermitstore.com.

1.2 Student Vehicles

- 1.2.1 Student Permits are valid from the date of issuance until the end of the current academic year or until deactivated by the Trevecca Nazarene University Security Department. Student permits must be renewed at the beginning of each academic year.
- 1.2.2 Eligible students may only register and operate one vehicle on Trevecca Nazarene University's campus at any given time.
- 1.2.3 Every student shall re-register their vehicle after a change in residence status (commuter to resident or vice versa).
- 1.2.4 Students must register their parking permit for the appropriate parking area assigned to their residential building/commuter lot.

1.3 Faculty & Staff Vehicles

- 1.3.1 Employee permits (A and S permits) are valid from the date of issuance until deactivated by the Trevecca Nazarene University Security Department.

1.4 Visitors

- 1.4.1 Visitors of Trevecca Nazarene University's campus are permitted to park in any of the commuter parking lots. The commuter lots are located behind the Tidwell building, Jackson Music building, and the commuter lot on North Drive.
- 1.4.2 Approved overnight visitors on Trevecca Nazarene University's campus must obtain permission from the Trevecca Nazarene University Security Department prior to leaving the vehicle overnight.

1.5 Freshman Vehicle Policy

- 1.5.1 Trevecca Nazarene University does not currently have a policy against freshman residents maintaining vehicle registration on campus. Trevecca Nazarene University allows freshman to have a vehicle on campus.

2. Parking and Driving

2.1 Main Campus

- 2.1.1 Trevecca Nazarene University shall assume no liability or responsibility for theft, damage, or loss that may occur during the use of parking facilities or services. Individuals choosing to park anywhere on Trevecca Nazarene University's campus do so at their own risk. Damage to, misuse, or defacing of TNU property or facilities is prohibited and subject to citation and/or criminal prosecution.
- 2.1.2 Vehicles must be parked in designated parking spaces. Parking spaces are marked by painted lines and/or posted signage.
- 2.1.3 Handicap parking spaces are reserved for those vehicles with a handicap hangtag/ license plate.
- 2.1.4 Resident Director (RD) spaces are marked by signage and are reserved entirely for the RD of the specified building. Parking in the RD parking space will result in fines and/or immobilization.
- 2.1.5 Spaces marked for Security Vehicles are reserved 24/7. Parking in the security vehicle parking space will result in fines and/or immobilization.
- 2.1.6 Spaces reserved on Lester Avenue for the Martin building are only to be used by employees and visitors of the Martin building. Parking for extended periods of time can result in fines or immobilization.
- 2.1.7 Parking spaces reserved in the University Terrace "A" building parking lot are reserved for Plant Operations Vehicles only. Parking in these reserved spaces without permission could result in parking fines and/or immobilization.
- 2.1.8 Spaces for Marks Guest House (J.V. Morsch Center for Social Justice) are reserved for the employees of the building and guests with permission. Parking in these reserved spaces without permission could result in parking fines and/or immobilization.
- 2.1.9 Parking in any fire lane is not permitted and is subject to fines and/or immobilization.
- 2.1.10 Parking along Softball Drive is not permitted and is grounds for fines/immobilization/tow.
- 2.1.11 Parking spaces marked "10 minute parking only" are enforced from 6:30am to 6:30pm
- 2.1.12 All "A" parking lots are enforced from 6:30 AM to 5:00 PM Monday through Fridays.

2.2 Assigned Lots

- 2.2.1 Vehicles with an “A” parking permit are permitted to use any lots posted for “A” parking or “A/C”. “A” parking permits are reserved for faculty, staff, and administration only.
- 2.2.2 Vehicles with a “B” parking permit are permitted to park ONLY in the Benson Hall Parking area.
- 2.2.3 Vehicles with a “J/B” parking permit are permitted to park ONLY in the Johnson Hall parking area and the Benson Hall parking area if space is not available.
- 2.2.4 Vehicles with a “G/C” parking permit are permitted to park ONLY in the Georgia Hall parking area and any commuter parking lot if space is not available.
- 2.2.5 Vehicles with a “T/C” parking permit are permitted to park ONLY in the Tennessee Hall/Wise Hall Parking Area and commuter parking lots if space is not available.
- 2.2.6 Vehicles with an “M” parking permit are permitted to park in ONLY the Shingler, Redford, and Bush Hall parking area.
- 2.2.7 Vehicles with a “U/C” parking permit are permitted to park in ONLY the University Terrace Apartments parking area and commuter parking if space is not available.
- 2.2.8 Vehicles with a “C” parking permit are permitted to park in ONLY commuter parking lots.
- 2.2.9 Vehicles with an “S” parking permit are permitted to park only in the “S” parking lot next to the Jernigan Student Center.

2.3 Motorcycles

- 2.3.1 All motorcycles must be registered the same as any other vehicle on campus. All motorcycles will be held to the same standard as any other cars or trucks.
- 2.3.2 Motorcyclists must adhere to all motor vehicle regulations and must wear a helmet while operating a motorcycle on campus.
- 2.3.3 No motorcycles/Mopeds are to be parked in breezeways, sidewalks, or porches.

2.4 Abandoned/Broken Down Vehicle Policy

- 2.4.1 A vehicle is considered abandoned or broken down if the vehicle has not moved in the last 10 days and/or shows signs of abandonment (flat tires, expired tags, no tags, etc.). If a resident will be off campus leaving a vehicle for an extended period of time they must notify the TNU Security Department.
- 2.4.2 If a vehicle is determined abandoned or broken down, and is **not** registered the TNU Security Department the vehicle will be marked with a notice advising the owner that their vehicle will be removed from campus ten (10) days from the date of the notice.
- 2.4.3 If a vehicle is determined to be abandoned and is registered with the TNU Security Department the registered owner will be contacted and given a ten (10) day notice to remove the vehicle themselves from campus, or repair the vehicle to working order. Failure to comply will result in the vehicle being towed at the owner’s expense.
- 2.4.4 All vehicles are towed at the owner’s expense.

3. Enforcement and appeals

3.1 Citations

- 3.1.1 Trevecca Nazarene University reserves the right to ticket, immobilize, and/or tow any vehicle in violation of any established parking regulations at the owner’s expense. Persistent violators may also have their parking privileges denied or revoked.

- 3.1.2 Citations may be issued by TNU Security Officers in person, by leaving a ticket on a vehicle, or by email.
- 3.1.3 Citations are issued at the discretion of the issuing officer. An officer may choose to issue a verbal or written warning in lieu of a citation or fine. Warnings will be attached to the registrants account but carry no fine.
- 3.1.4 The vehicle registrant is responsible for all citations issued against their vehicle.
- 3.1.5 Citation fees are charged to the student accounts. Fees can be paid by going to the Front desk cashier in the Martin Building.

3.2 Immobilization

- 3.2.1 Anyone who receives more than five citations will be subject to their vehicle being immobilized until unpaid fines are resolved.
- 3.2.2 There is a \$30.00 Immobilizer removal fee that will be added to the person's account prior to the immobilizer being removed.

3.3 Tow Policy

- 3.3.1 Vehicles found without a valid parking permit or parked in violation of the Trevecca Nazarene University Vehicle Code are subject to citation and/or being towed at the owner's expense.

3.4 Appeal Process

- 3.4.1 Appeals for citations are submitted to Director of Campus Security Greg Dawson by email at Gdawson@trevecca.edu.
- 3.4.2 Appeals for citations must be submitted within ten days of the violation to be considered for reduction of fine.
- 3.4.3 Decisions on appeals are typically rendered in two-three weeks. However this process can take longer during winter and summer breaks.

4. Bicycles

4.1 Registration

- 4.1.1 Bicycles are not required to be registered on Trevecca Nazarene University.
- 4.1.2 Anyone operating a bicycle is required to wear a safety helmet. Not wearing a safety helmet is grounds for violation and fines.
- 4.1.3 Bicycles are to be locked to a bike rack if one is available.
- 4.1.4 Bicycles are not allowed inside any buildings. If any bicycle is found chained inside a building will be removed and held by the TNU Security Department.
- 4.1.5 At the end of every spring semester any bicycles left on campus will be removed from campus and donated to a local charity.
- 4.1.6 Bicycles are permitted to stay on campus during summer break, provided the owner of the bicycle notifies TNU Security two weeks prior to the end of spring semester with the name of the owner, make, and a picture of the bicycle.

5. Fine Schedule

Parking Violations

Parking Permit Violation	\$30.00
Parking Permit Violation (Second Violation)	\$40.00
Parking in Unassigned Lot	\$30.00
Parking in Unassigned Lot (Second Violation)	\$40.00
Parked in a Fire Lane	\$50.00
Parked in a Fire Lane (Second Violation)	\$70.00
Illegally Parked in a Handicap Space	\$50.00
Illegally Parked in a Handicap Space (Second Violation)	\$70.00
Parking in a Reserved Space	\$30.00
Parking in a Reserved Space (Second Violation)	\$40.00
Blocking Sidewalk or Drive	\$30.00
Blocking Sidewalk or Drive (Second Violation)	\$40.00
Parking on Grass	\$30.00
Parking on Grass (Second Violation)	\$40.00
Parked in a No-Parking Zone	\$30.00
Parked in a No-Parking Zone (Second Violation)	\$40.00
Time Violation	\$30.00
Time Violation (Second Violation)	\$40.00
Immobilizer Removal Fee	\$30.00
Other Violation (See Notes)	\$30.00
Other Violation (Second Violation)	\$40.00

Moving Violations

Reckless Driving or Speeding	\$30.00
Reckless Driving or Speeding (Second Violation)	\$40.00
Wrong Way on One Way Street	\$30.00
Wrong Way on One Way Street (Second Violation)	\$40.00
Helmet Violation	\$30.00
Helmet Violation (Second Violation)	\$40.00
Other Violation	\$30.00
Other Violation (Second Violation)	\$40.00

Updated 7/27/2018

