



Lincoln Memorial University

TRAFFIC & PARKING POLICIES 2021-2022

The following regulations have been designed to provide for the effective use of parking areas, the safe movement of motor vehicles and pedestrian traffic, and the general safety of the University.

The purpose of this document is to inform all University Faculty, Staff, Students, and Visitors about the regulations pertaining to the registration and operation of motor vehicles, traffic and parking regulations, and the penalties for violations of said regulations.

Any information contained or referenced within this policy is subject to change.

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A. REGISTRATION OF MOTOR VEHICLES

1. Permits are administered by the Campus Police & Security Office located in the lower concourse of Tex Turner Arena, open Monday – Friday, 7:30 AM – 3:30 PM, excluding University holidays.
2. To obtain a Permit, submit the appropriate Permit Registration Form, available online at <https://www.lmunet.edu/administration/safety-campus-police-and-security/parking-information/>.
3. Before obtaining a new Permit, any valid Permits already registered to a vehicle must be surrendered to Campus Police & Security Office.
4. Permits may be issued only after any outstanding fines or registration fees due to the University are paid in full.
5. The issuance of Permits will be limited to one Permit per person, excluding Temporary Permits and Disabled Permits.
6. The acceptance of a Permit by the registrant shall constitute the registrant's agreement to comply with all the regulations, ordinances, and laws, contained or referenced herein.
7. All registrants will be responsible for maintaining their Permit.
 - a. If a Permit is lost, stolen, or no longer legible, the registrant is responsible for replacing it by completing and submitting a Permit Loss Report as soon as possible, available online at <https://www.lmunet.edu/administration/safety-campus-police-and-security/parking-information/> or accessible [here](#).
8. Permits may only be used for the vehicle(s) registered by the Permit holder.
9. Permits will be issued and enforced according to the following:
 - a. **Light Blue Permits**—issued to Faculty and Staff and must be hung from the rearview mirror, with information clearly displayed. Vehicles with *Light Blue Permits* may park in any parking area, but are encouraged to park in spaces specifically designated for Employee Parking.
 - b. **Dark Blue Permits**—issued to Students and must be placed on the back windshield on the driver side of the vehicle, with the information clearly displayed. Vehicles with *Dark Blue Permits* may only park in areas designated for Student Parking.
 - c. **Red Permits**—issued to JFWA Students and must be placed on the back windshield on the driver side of the vehicle, with the information clearly displayed. Vehicles with *Red Permits* may only park in areas designated for JFWA Students or Student Parking.
 - d. **Orange Permits**—issued to Visitors and must be hung from the rearview mirror, with information clearly displayed. A Visitor is considered any person who has business or other reasons to be on University property, on a recurring basis, but who is not a Student or a member of the Faculty or Staff. Vehicles with *Orange Permits* may only park in areas designated for Visitor Parking or Student Parking.
 - e. **Temporary Permits**—issued to Students or Visitors whose registered vehicle is temporarily unavailable. Any Temporary Permit will be subject to the rules and regulations governing the previously issued Permit and will be valid for a period to be determined by Campus Police & Security at issuance, but for no more than one (1) month from the date of issuance.
 - f. **Temporary Disabled Permits**—issued to persons who already have an LMU permit, who have a disability, and who have not yet obtained a government issued disability placard. Temporary Disabled Permits allow holders of the Permit to park in Disabled Parking on University property, but are not valid anywhere outside of University property. Temporary Disabled Permits are valid for only one (1) month from the date of issuance.

- g. **White and Blue Permits (Motorcycles)** – issued to faculty, staff and students that have a motorcycle and will follow the guidelines for faculty, staff and student parking.

B. GENERAL PROVISIONS

1. The University reserves the right to regulate the use of all vehicles, including trailers, motorcycles, motor scooters, mopeds, and bicycles, on University property according to University regulations and/or Tennessee, Virginia, Kentucky, & Florida State laws pertaining to motor vehicles.
2. All Tennessee, Virginia, Kentucky, & Florida State laws pertaining to motor vehicles are in effect and are enforced twenty-four (24) hours per day.
3. All regulations contained or referenced herein must be observed at all times, including during exam periods, registration, summer session, and inclement weather.
4. The University regards the possession and use of a vehicle on University property as a privilege, which may be revoked for any reason, as determined by University administration. Examples for revoking this privilege may include, but are not limited to, any of the following:
 - a. Operating a vehicle while under the influence of alcohol or drugs.
 - b. Failure to observe the regulations, ordinances, and laws governing the operation and parking of a vehicle.
 - c. Leaving the scene of an accident.
 - d. Obtaining a University Permit through false pretense. Campus Police & Security may remove any Permit which has been forged, altered, or obtained outside of the procedures herein.
 - e. Failure to yield the right-of-way to an emergency vehicle when displaying red or blue flashing lights.
 - f. Failure to obey an official directing traffic.
5. All Permit holders should park in areas corresponding to their issued and valid Permit color as depicted in the University Parking Map. The University Parking Map is available at the parking permit office.
6. The registrant of a Permit is responsible for the parking of the vehicle and all citations issued against the Permit.
 - a. A citation issued against a Permit is not excused on the plea that the registrant was not using the vehicle.
7. Unless otherwise noted, all provisions and regulations contained or referenced herein are enforced twenty-four (24) hours a day, seven (7) days a week.
 - a. Vehicles belonging to Students, Staff, Faculty, or registered Visitors must be registered with Campus Police & Security and must always display a valid Permit.
 - b. Parking spaces designated for Faculty, Staff, and Students are enforced Monday – Friday, 7:00 AM – 5:00 PM, excluding University holidays.
 - c. Parking spaces designated for Visitors are enforced Monday – Friday, 7:00 AM – 5:00 PM, excluding University holidays.
 - d. Parking spaces designated as Handicapped are enforced twenty-four (24) hours a day, seven (7) days a week, excluding University holidays.

8. Parking on University property is permitted only in those areas designated for parking. Parking in any other area is prohibited.
9. The University assumes no responsibility for damage or loss to a vehicle while it is parked or operated on University property.
10. Any markings, signs, or Campus Police & Security officials designating specific parking areas for certain use or directing traffic may supersede the policies contained herein.
11. Campus Police & Security and Maintenance may park anywhere on University property necessary for the performance of work functions or duties.
12. Vehicles may be towed at the discretion of Campus Police & Security in accordance with University policies or Tennessee, Virginia, Kentucky, or Florida State laws pertaining to motor vehicles. The cost of towing and any associated penalties will be the responsibility of the Permit holder.
13. The operator of any disabled vehicle on University property must report the vehicle immediately to Campus Police & Security.
14. No recreational vehicles, such as boats, jet skis, or all-terrain vehicles, or their travel trailers, may be parked or stored anywhere on University property, unless for University approved purposes and only after having received approval from Campus Police & Security.
15. Any solicitation on University property is prohibited, including advertising vehicles "For Sale" on University property.
16. All accidents involving a vehicle must be reported to the Campus Police & Security as soon as possible. The vehicle(s) are not to be moved until the investigating officer instructs the parties to do so. Failure to comply with the provisions of this paragraph may result in criminal prosecution.
17. A copy of the accident report will be furnished to all involved parties. The copy may be obtained at the Campus Police & Security office, located in the front lobby of Tex Turner Arena, Monday through Friday, 7:30 AM – 3:00 PM.
18. Requests for special guest or event parking must be submitted to Risk Management, found at <https://www.lmunet.edu/administration/office-of-university-counsel/risk-management/> or accessible [here](#), for review by the University President and a parking permit will be provided by Campus Police & Security if approved.
19. Permit holders with five (5) or more citations, paid or unpaid, in a single semester will result in driving privileges on University property being revoked.
 - a. Upon receiving three (3) citations in a single semester, the Permit holder must meet with the Citation Appeal Committee to review offenses and discuss strategies to deter further citations.
 - i. A notification of this meeting will be emailed to the Permit holder via the email address on file from the Permit Registration Form. Failure to attend this meeting could result in driving privileges being revoked.

C. OVERSIZED VEHICLES & OVERNIGHT PARKING

Oversized vehicles for the purpose of this policy are defined as: automobiles towing a trailer or other object, overly large pickup trucks (those which would interfere with the movement of vehicles in the parking lot), box trucks, semi-tractor trailers, buses, motor homes, camping trailers, tent trailers and any other vehicle that may create undue congestion in campus parking lots due to its height or length, or which will not fit inside campus parking space lines.

1. **PARKING OVERSIZED VEHICLES ON CAMPUS IS PROHIBITED EXCEPT AS FOLLOWS:**

- a. **OVERNIGHT PARKING** - Overnight parking is not allowed on LMU owned or operated properties. Specific exceptions may be made on a case by case basis by the University President. Requests must be submitted to Risk Management for review by the University President and a parking permit will be provided by Campus Police & Security if approved.
- b. **DAY PARKING** – Day parking of oversized vehicles is allowed in the Tex Turner Arena parking lot unless the lot is being utilized for a scheduled or special event or other activity that restricts the use of the lot. Campus Police & Security will designate the approved area, which is generally the area closest to the Village dorms. Oversized Vehicles will not be parked in any area that restricts use of the Helipad. Requests are to be submitted to Campus Police & Security and a parking permit will be provided if approved. SEE REQUIRED CONDITIONS, BELOW.
- c. **EVENT PARKING** - Oversized vehicles are not allowed to park on campus during scheduled or special events other than in the gravel lot located behind Tex Turner Arena, with Campus Police & Security approval. Requests are to be submitted to Campus Police & Security and a parking permit will be provided if approved. SEE REQUIRED CONDITIONS, BELOW.

2. **REQUIRED CONDITIONS** - these conditions apply to any vehicle parked on LMU property at any time. For additional information and forms, please refer to the Campus Police and Security Traffic and Parking Guidelines located [here](#).

- All vehicles must be maintained and the areas surrounding them must be kept free of litter, trash, and valuables that may be stolen when left unattended.
- No dumping of solids or liquids will be permitted. Any vehicle leaking fluids will be required to leave the campus grounds immediately.
- Awnings and other attachments and accessories (such as lawn chairs, tables, etc.) must be contained within the parking area and may not impede the driving lanes within the lot.
- Parking hours for Oversized Vehicles will be from 6:00 a.m. until 10:00 p.m.
- All University required permits (use of facility form, insurance, etc.) must be obtained and approved prior to parking the oversized vehicle on campus.
- University is a tobacco free campus. The Facilities are designated as non-smoking at all times. The User shall be responsible for any fines levied against the University for violation of this regulation and reimbursement to the University for any damage caused by tobacco use.
- User agrees that it will not have open flames, fire, or gas/charcoal grills without the prior approval of Campus Police & Security.
- Except as specifically authorized herein, the possession and/or use of intoxicants, including beer or wine, are prohibited.
- Animals are not permitted on University property unless on a leash and *under the reasonable control* of the owner.

D. VIOLATIONS, CITATIONS, & APPEALS

- The following fines will be assessed for the listed violation:

VIOLATION	FINE
University Permit violation (no Permit, Permit not properly displayed, illegible Permit)	\$15.00
Improperly parked	\$25.00
Parking outside designated parking areas	\$35.00
Parking in a Disabled space/ramp without a valid Permit (You are responsible for Court Costs)	\$200.00
Parking in a fire lane and/or blocking a fire hydrant	\$100.00
Littering	\$50.00
Careless or reckless driving	\$25.00
Speeding (25 mph on all University property, unless marked otherwise)	\$25.00
Fraudulent Permit action (stealing, forging, or otherwise misusing a permit)	\$100.00

- Citations should be paid promptly at the Cashiers Office, located on the first floor of DAR-Whitney Hall, open Monday – Friday, 8:00 AM – 4:30 PM.
 - Anyone who receives a citation and is not a registered Permit holder should sign the ticket and mail or deliver the ticket, with cash or check payment included, to Campus Police & Security, 6965 Cumberland Gap Parkway, Harrogate, TN 37752. Checks should be made out to Lincoln Memorial University.
- Any student or employee who receives a University citation may appeal the citation within seven (7) business days of issuance by submitting a Citation Appeal Form, available online on the University Parking Information webpage available at <https://www.lmunet.edu/administration/safety-campus-police-and-security/parking-information/>, or accessible [here](#).
 - All registered permit holders who submit a Citation Appeal Form within seven (7) business days of issuance of the citation will receive a hearing.
 - A notification for the hearing date will be emailed to the appellant to the email address provided on the submitted form within seven (7) business days of the form being submitted.
 - If the appellant fails to attend the scheduled hearing, they may not request another appeal date and they surrender their ability to appeal the citation in question.
 - The appellant may bring one (1) non-attorney advisor to the hearing, but the advisor may not participate in the hearing in any way and may not communicate with any members of the Citation Appeal Committee in any way.
 - At the hearing, the appellant will be allowed fifteen minutes to provide the Citation Appeal Committee any information the appellant deems relevant to the citation in question.
 - After the fifteen minutes has elapsed, the Citation Appeal Committee may ask any follow-up questions, but no determinations will be made while the appellant is present.
 - A decision will be emailed to appellant within seven (7) business days of the hearing.
 - The decision delivered to the appellant by the Citation Appeal Committee is final and may not undergo further appeals.