JACKSON STATE COMMUNITY COLLEGE

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SUBJECT: JSCC Parking Regulations
Approved By: Dr. Bruce Blanding, President

Office Responsible: Vice President for Finance and Administration

Traffic and Parking Regulations

(1) Registration

(a) All motor vehicles operated on Jackson State’s Jackson or satellite campuses by faculty, staff, and students must be registered with the college. The registration period extends from September 1 through August 31 of the following year. Each student registered with Jackson State for one or more classes will be assessed a $12 per semester campus access fee for maintenance of college streets and parking lots.

(b) Students that attend classes on Jackson State campuses that are registered through a Technology Center should obtain a parking decal during their registration for classes. Students taking any other institution’s courses on any Jackson State campus should obtain a parking decal at the JHub Student Assistance Center located in the Student Union Building for the same $12 per semester fee.

(c) Regular faculty and full-time staff members shall pay an annual $10 access fee for parking privileges in restricted parking lots.

(d) Registration of all motor vehicles should be done during the first week of the first semester of employment or enrollment. Employee parking decals may be obtained during the semester in the Business Services Office, located in the Administration Building. Students can obtain parking decals in the JHub Student Assistance Center located in the Student Union building during normal business hours.

(e) Temporary and permanently disabled students and employees with a state-issued disability placard for disabled parking should clearly display the placard when parking in a handicapped space. In addition, an official Jackson State decal must be displayed. To obtain a state-issued disability placard for disabled parking, students and employees must contact the Tennessee Department of Transportation (TDOT) Driver’s License and Testing Center or the County Courthouse Title and License office.
(f) No vehicle will be considered officially registered unless a current Jackson State parking decal is displayed. The decal must be clearly visible.

1. Faculty, staff, or students who change cars may secure a replacement decal by presenting the number of the original decal and updated vehicle information to the Business Services Office. Business Services will input the updated vehicle information and the patron can transfer the original decal to the new car. All violations against an old decal or previously used decal will be charged to the person to whom it was originally issued.

2. Visitor and temporary parking permits may be obtained from the office of Business Services in the Administration Building. Temporary permits shall be secured to drive an unregistered vehicle in an emergency situation.

3. Each student, faculty, or staff member intending to drive/park one or more vehicles on campus must register each vehicle. Failure to comply with this regulation may result in disciplinary action.

4. Registration must include name of registrant, student identification number, license plate number, state of plate issue, year, make, color and model of vehicle.

5. Changes in license plates must be reported to the Business Services Office within five (5) days of such changes. Failure to do so may be grounds for revocation of parking privileges.

6. Illegible and/or damaged decals must be replaced. Failure to replace a damaged decal within five (5) days of notification will result in a ticket. Damaged decals will be replaced at no cost to the student or employee when the scrapping from the old decal is turned in to the Business Services Office.

7. The acceptance of a parking decal by any person shall constitute the acceptance of the responsibility to ensure that no vehicle owned or registered in his or her name is parked or operated in violation of these regulations.

(2) Parking

(a) Students should park in parking spaces or areas appropriately designated. Students are not to park:

1. In reserved spaces marked "employee only."
2. In reserved spaces indicating handicapped parking unless that student displays a state-issued placard and JSCC decal on their vehicle.
3. In reserved spaces marked for visitors or prospective students.
4. In these prohibited areas: loading zones, sidewalks, campus streets, grassy areas and within 15 feet of fire hydrants.

(b) Enforcement of parking in reserved parking spaces or designated employee lots will be enforced from 6 a.m. to 5 p.m.

(c) Vehicles may be towed at the owner's expense and citations will be issued for the following violations:

1. Blocking a fire hydrant
2. Blocking the roadway, walkway, driveways, or other access ways
3. Parking in a fire lane
4. Stolen, abandoned, or unregistered vehicle (no tag, switched tag, etc.)
5. Parking in a disability reserved space
6. Blocking a disability access ramp
7. Parking in “Service Vehicle Only” space

Information about location and retrieval of the vehicle and paying the cost of the tow may be obtained by contacting the Environmental Health and Safety Office at (731) 424-3520 ext. 50244 or the Security Officer on duty at (731) 225-5952.

(d) Citations for violations must be paid promptly and within the semester issued. Fines may be paid in the Business Services Office. The violator’s copy of the citation must be presented at the time of payment.

(e) Traffic citations not paid by the last day of final exam week each semester prohibit release of the student violator’s grade report and official transcript. The student may not register for the ensuing semester and, in cases where a student has registered early, he/she may be withdrawn from the College.

(3) Violations and Fines
(a) Parked in disabled area $200.00*
(b) Parking in designated employee or visitor area $50.00
(c) Parked within 15 ft of a fire hydrant $50.00
(d) Reckless Driving/Speeding $50.00
    Tennessee Code Annotated 55-10-205 dictates that you may be charged with reckless driving if there is probable cause to believe that you are driving “in willful or wanton disregard for the safety of persons or property.” Posted speed limit on the campuses of Jackson State is 15 mph.
(e) No parking decal $25.00
(f) Parking on grass $25.00
(g) Parked in loading zone $25.00
(h) Double parked $25.00
    Parallel parking alongside another car so that all or part of your vehicle is in the street blocking the normal flow of traffic.
(i) Improper/reverse parking $25.00
    Reverse parking is the parking in a diagonal parking spot facing against the flow of traffic upon exit. Improper parking is occupying more than one parking space at one time or not completely being in a parking spot impeding the flow of traffic.
(j) Impeding traffic $25.00
    Tennessee Code Annotated section 55-8-154(a), which provides: “No person shall drive a motor vehicle at such a slow speed as to impede the normal and reasonable movement of traffic, except when reduced speed is necessary for safe operation or compliance with law.”

* The fine for disabled/handicapped parking violations is established by statute and will be adjusted to comply with state law.
(4) Appeals

(a) Citations issued to students may be appealed, in writing, to the Student Government Association (SGA) within five (5) working days of the issuance of the citation.

(b) The SGA Senate hears student traffic and parking appeals at their bi-weekly senate meetings during the fall and spring semesters and at monthly meetings during summer terms.
   1. The SGA President shall chair the meeting with no voting rights.
   2. Voting shall be conducted only when quorum is present. A quorum is defined as a simple majority of the SGA Senate.
   3. The SGA Senate is comprised of the vice president, secretary, three (3) sophomore senators, three (3) freshman senators and one (1) SGA representative of each officially registered student organization for the academic year.
   4. SGA Senate shall make a recommendation to the Director of Athletics and Activities no more than two (2) business days following the review for each parking ticket heard, using the Traffic and Parking Ticket Recommendation Form.
   5. The Director of Athletics and Activities shall review the recommendation and either concur with or deny the recommendation.
   6. The Director of Athletics and Activities shall sign in agreement or overriding the SGA’s recommendation and forward copies of the decision to the student and Business Services Office. The notification shall be mailed and/or emailed at the student’s request within two business days of the final decision.
   7. Students who disagree with the final decision of their appeal to the Senate and Director of Athletics and Activities shall have the opportunity to appeal to the Vice President for Student Services in writing and within five (5) business days of receiving the final decision. They shall be notified by mail and/or email per the student’s request within two business days of the final decision.

(c) Appeals submitted while classes are not in session shall be heard by the Director of Athletics and Activities no more than ten 10 business days from the date of issue on the ticket. The student shall be notified by mail and/or email per the student’s request within two business days of the final decision. That decision can be appealed to the Vice President for Student Services following the procedures listed above.

(d) Visitors and employees may appeal traffic citations, in writing or in person with a copy of the citation, to the office of Environmental Health & Safety in the Administration Building within five (5) working days of receiving the citation. The Director of Environmental Health and Safety will make a decision on the validity of the citation after hearing and/or reading the appeal and will make a final determination within five (5) working days.

(e) All decisions regarding traffic citations for visitors and employees may be appealed in writing to the Vice President for Student Services within two (2) business days of the previous determination.
   1. The Vice President for Student Services will obtain information from the Director of Environmental Health and Safety, regarding the previous appeal decision.
   2. The Vice President for Student Services will issue a decision, in writing, to the visitor or employee and Business Services Office, within five (5) working days of receipt of the appeal.
(5) Accidents
   (a) All motor vehicle accidents involving injury to persons, equipment, cars, etc., must be
       reported immediately to the Environmental Health and Safety Office at (731) 424-3520 ext.
       50244 or the Security Officer on duty at (731)225-5952.

This policy is promulgated pursuant to, and in compliance with, TBR Rule 0240-02-03-.05 Traffic and
Parking. To the extent that a conflict exists between this policy and TBR rule, policy and/or
applicable law(s), the TBR rule, policy and/or law will control. History – Adapted by TBR: