



EAST TENNESSEE STATE UNIVERSITY

Facilities Management

Policy Number: 100.6
Title: Employee Vehicle Parking Policy
Implementation Date: June 6th, 2014
Last Audited: December 18th, 2018
Last Revised: October 6th, 2016

Introduction

Employees of the Facilities Management Department utilize state owned vehicles on a regular basis as part of their job duties. Facilities Management employees must use these vehicles in a manner that is considerate to pedestrians and consistent with ETSU policies and parking regulations.

Scope

This policy applies to all employees in Facilities Management and their use of state owned vehicles.

Definitions

Vehicle: A state owned car, truck, electric or gasoline powered cart, or service vehicle.

Procedures

All facilities management employees using a state owned vehicle shall not:

1. Park in a designated fire lane that is marked with red paint.
2. Park in a designated handicap parking space.
3. Park on any sidewalk or portion thereof.
4. Park in any other non-designated area (e.g. grass, student parking spaces, etc.)

Note: Electric or gas powered carts may park on the grass when working in the area.

Exceptions to the above requirements must have prior approval from the appropriate director.

Responsibilities

All Facilities Management employees are responsible for reading and reviewing this policy. All Facilities Management employees using University vehicles are responsible for adhering to this policy. All Facilities Management directors and supervisors will ensure that their subordinates adhere to this policy. Facilities Management employees who fail to comply with this policy may be subject to disciplinary action for noncompliance with University policies.

Contact Persons

Associate Vice President
Executive Director of Facilities Services
Business Director

Approved by: _____
William Brady Rasnick, Jr., Associate Vice President, Facilities Management

Date approved: _____

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