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Section 1

Parking Permits

1.1 Who Must Register

All students, including University High, medical school and pharmacy school students, and faculty/staff who intend to park a motor vehicle (automobiles, motorcycles, motorized scooters) on the general academic campus and the VA Medical Center Campus must be registered with the Parking Services office and properly display an appropriate permit when parked on campus.

For the purpose of these regulations, “general academic campus” is defined as all property under the control of East Tennessee State University, including the ETSU VA Campus. Failure to register does not negate the operator’s responsibility to adhere to this policy.

1.2 Parking Permit Fees

Students

✓ Parking permit for 2015-2016 academic year is valid through August 31, 2016
✓ Parking permit fee is included in the program service fee
✓ There is no additional charge for a carpool parking permit
✓ Additional or replacement permits may be purchased according to the fee schedule shown below

Faculty & Staff

✓ Parking permit for 2015-2016 academic year is valid through September 30, 2016
✓ All persons who are employed by ETSU for 6 weeks or longer must purchase a faculty/staff parking permit.

Permit Fees

✓ Parking permits purchased before December 31, 2015, are $50
✓ If purchased after January 1, 2016, parking permit fee is $38
✓ If purchased after July 1, 2016, parking permit fee is $10
✓ Payroll deduction is available for all faculty and staff at $4.17 per month

Temporary employees, University School parents, and any other frequent campus visitors may purchase a parking permit at the discretion of the Director of Parking Services.

Defective permits may be exchanged at the Parking Services office at no cost.

1.3 Display of Parking Permit

Any vehicle on the general academic campus and ETSU VA campus must properly display an appropriate parking permit. For the 2015-2016 academic year, two types of permits are available to both students and faculty/staff. One is a transferable interior permit and the other is an adhesive exterior permit for permanent placement on the vehicle. The permit must be displayed on the lower left side of the back window of the vehicle directly behind the driver and plainly visible from the back of the vehicle. For vehicles that do not have a glass back window, such as Jeeps, convertibles, and similar vehicles (and only such vehicles), permits are allowed to be attached to the back bumper directly behind the driver. Owners of vehicles that have tinted windows or any other condition that might hinder clear visibility of the parking permit are encouraged to select the adhesive permit for exterior display.

1.4 Motorcycle Permits

All motorcycles must display an appropriate parking permit on the right front frame of the vehicle to park on the general academic campus and on the ETSU VA campus.

In addition to an automobile permit, students and employees may request a 2015-2016 motorcycle permit free of charge at the Parking Services office.

1.5 Visitor Parking Permits

All campus visitors are required to obtain a visitor parking permit from the Parking Services office. These are available from 7:30 a.m. until 4:30 p.m., Monday - Friday. Visitors may also request a visitor parking permit in advance via email at parking@etsu.edu or online at https://etsuis.etsu.edu/parking/login.

All visitor permits must be displayed date side up on the front dashboard of the vehicle on the driver’s side. Visitors are authorized to park in any faculty/staff or student lot.

Visitors are not authorized to park as follows:
✓ Time Restricted Spaces (unless honoring the time limit)
✓ Metered Lots (unless paying the meter)
✓ Fire Lanes
✓ Yellow Zones
✓ Carpool Reserved Spaces
✓ Service Vehicle Reserved Spaces
✓ Disability Spaces (unless hang tag, placard, or disability license plate is displayed)
✓ Health Clinic Reserved or BucSports Reserved Spaces (unless visiting the clinics as a patient)
✓ Departmental Reserved Spaces
✓ Any other Reserved Spaces (denoted by signage)

1.6 Temporary Faculty/Staff or Student Parking Permits
Temporary parking permits are available from 7:30 a.m. until 4:30 p.m., Monday - Friday at the Parking Services office. Faculty/staff or students may request a temporary parking permit in advance via email at parking@etsu.edu or online at https://etsuis.etsu.edu/parking/login. Any employee or student who parks a vehicle on the general academic campus and on the ETSU VA Campus without a permit is required to obtain a temporary parking permit. All temporary permits are to be displayed date side up on the front dashboard on the driver’s side. The expiration date is indicated on the permit. Students, faculty, and staff are limited to 30 days of temporary permits each academic year (September 1 - August 31).

Any employee or student who becomes temporarily disabled may apply for a temporary disability parking permit at Disability Services on the third floor of the D.P. Culp Center or by calling 423-439-8346. Individuals applying for a temporary disability parking permit must have a doctor’s statement to verify the disability.

1.7 Disability Parking Permits
Vehicles operated by students, employees, or visitors with a disability are also required to display a current ETSU disability parking permit or a visitor's permit.

Any student or employee may apply for an ETSU disability parking permit. Disability parking permits are issued to qualified students, faculty and staff in lieu of other permits. To request an ETSU disability permit, the student or employee must present a current government-issued disability placard and a copy of the registration form or disability license plate registration in his/her name.

Vehicles displaying a state-issued disability parking permit or license plate and an ETSU disability parking permit may park in any legal parking space on the general academic campus and ETSU VA campus.

Vehicles displaying an ETSU disability parking permit and license plate are not authorized to park in the following locations:
✓ Fire Lanes
✓ Driveways
✓ Roadways that Block or Impede the Flow of Traffic
✓ No Parking Zone or an Illegal Parking Space
✓ Block or Impede Sidewalk Traffic
✓ Reserved Spaces for Service Vehicles
✓ Metered Parking Spaces
✓ Carpool Reserved Spaces
✓ 5-minute Parking Spaces
✓ 10-minute Parking Spaces
✓ 20-minute Parking Spaces
✓ Departmental Reserved Spaces
✓ Clinic Reserved Spaces (unless visiting the clinics as a patient)

Persons operating a properly registered mobility lift vehicle may back into a disability parking space to provide access or egress from the vehicle.

Parking attendants closely monitor the use of disability spaces and use of disability placards and/or license plates by unauthorized persons in accordance with TCA 55-21-108.

Applications for the State of Tennessee disability parking permits are available at Disability Services (423-439-8346), the County Clerk’s office, and local municipal offices. For temporary disability permits, please refer to section 1.6.

For more information about State of Tennessee Disability policies and procedures, please visit: http://www.state.tn.us/revenue/vehicle/licenseplates/disabled/disableddriver.htm
1.8 Carpool Parking Permits
Carpool parking is available for currently registered commuter students only. Carpool applications are available at the Parking Services office or on the website. There must be at least two students named on the application and both students must be in the vehicle when it enters the carpool lot. The carpool parking permit must be clearly displayed date side up on the front dashboard on the driver's side of the vehicle.

Carpool parking is available on the east side of campus in Lot 4. Carpool parking spaces are designated by green markings and signage. All carpool spaces are enforced between 7:30 a.m. and 3:30 p.m., Monday - Friday.

All carpool vehicles must also display a valid ETSU parking permit.

1.9 Little Bucs Parking Permits
Students may apply for a Little Bucs permit at the Little Bucs office if their child is registered there. This permit authorizes students to temporarily park in the designated (15-minute) drop-off/pick-up area only.

This permit does not authorize students to park in carpool areas.

All students must also display a valid ETSU permit.

1.10 Retiree Parking Permits
Retirees may receive one faculty/staff parking permit per academic year at the Parking Services office free of charge. Additional retiree permits must be purchased at the current price. The permit allows parking in faculty/staff parking lots. All parking rules and regulations must be observed. Retirees returning to post-retirement employment on campus must purchase a regular employee parking permit at the designated price (Please refer to Section 1.2).

1.11 Change of Parking Category
Anyone changing his/her parking category is required to contact the Parking Services office within 10 days to obtain the proper parking permit.

1.12 Selling or Trading of Vehicles
Registrants who are selling or trading a vehicle are responsible for removing the parking permit from the old vehicle. If the permit is not removed, any citation(s) issued to that permit is charged to the individual to whom the permit was originally issued.

In addition, if the permit is not removed, student/faculty/staff members will be responsible for the purchase of a replacement (see Section 1.14).

1.13 Replacement of Damaged Permits
If the permit becomes damaged or not legible during the year, the permit should be returned to the Parking Services office and a replacement will be issued at no cost.

1.14 Replacement of Lost/Stolen Permits
All lost or stolen permits may be replaced in the Parking Services office for:

✓ $50 before December 31, 2015
✓ $38 after January 1, 2016
✓ $10 after July 1, 2016

1.15 Registrant Responsibility
The acceptance by any person of a parking permit, temporary or permanent, shall constitute acceptance of the responsibility to observe and abide by all regulations, ordinances, and/or laws that govern the parking of vehicles on the general academic campus and on the ETSU VA Campus.

The registrant is responsible for ensuring that the parking permit is prominently and appropriately displayed on the vehicle and clearly visible to enforcement personnel. Those with tinted windows or any other condition that would hinder clear visibility of the permit are encouraged to use the exterior adhesive permit. The registrant is held responsible for all parking citations issued to the parking permit regardless of who parked the vehicle at the time of the violation.

Students will be held responsible for advising parents and guests of parking regulations. When visiting campus, parents and guests must obtain a visitor parking permit at the Parking Services office, via email (parking@etsu.edu), or online at https://etsuis.etsu.edu/parking/login. Dependents of faculty/staff members who are students at the University or University School are required to display their student permit if using a vehicle registered to a parent or guardian. Dependent students are not permitted to park in faculty/staff lots. The sale or loan of any ETSU parking permit is strictly prohibited.
1.16 Disclaimer of Responsibility
East Tennessee State University assumes no responsibility for damage or loss to a vehicle or its contents while parked on or towed from campus.

1.17 Solicitation Policy
In accordance with the ETSU Policy on Use of Campus Property and Facilities, distribution of literature and solicitation of any kind is not permitted in parking lots, on vehicle windows, or otherwise attached to vehicles on ETSU campuses.

1.18 Notification of Regulation Changes
Due to proposed campus construction projects, regulations in this brochure are subject to change. Notification of any changes will be provided on the ETSU parking services website. www.etsu.edu/fa/fs/parking/.

Section 2

Parking

2.1 Designated Parking
Signs are located at the entrance to the parking lots that designate the type of reserved parking. There are also curb markings to designate the category of parking. Any vehicle parking on the general academic campus and on the ETSU VA campus must properly display an appropriate parking permit.

The signs and curb markings are displayed as follows:
- Faculty/staff – blue or white sign labeled “Faculty/Staff Parking” or a blue curb marking
- Student parking – gold sign labeled “Student Parking” or a gold curb marking
- Carpool parking – green sign labeled “Carpool Parking” or a green curb marking
- Undesignated parking – white sign labeled “Faculty/Staff and Student Parking”

24-hour reserved designated spaces are displayed as follows:
- Disability parking labeled on the pavement and a blue “Disability” Sign
- Service Vehicles parking labeled with a sign or a marking on the pavement “Service Vehicles Only”
- Loading Zones labeled with a sign “Loading and Unloading Only”
- Resident Director parking labeled with a sign or marking on the pavement “24-Hour Reserved”
- Departmental Reserved parking labeled with a sign or marking on the pavement
- President’s space labeled with a sign “24-Hour Reserved”
- Motorcycle parking labeled with a sign “Motorcycle Reserved”
- Clinic Reserved parking labeled with a sign “Patient Parking Only” or “Clinic Reserved”. Clinic reserved parking is open only to patients in the student health clinic, BucSports, dental hygiene clinic, family medicine, and the speech and hearing clinic. Please contact our office or your clinic for additional information about permits.
- Center for Physical Activity parking (Lots 38 & 39) labeled with signs “CPA Patron Parking Only”

Special Event Parking:
- At times, certain areas or lots may be reserved for parking for special events

Time-limited parking spaces are marked as follows:
- Sign and/or marking on the pavement “5 Minute Parking”, “10 Minute Parking” and “20 Minute Parking”

No Parking areas are as follows:
- Any area specified by a yellow curb or intermittent yellow or white markings with the words “NO PARKING” in black lettering
- Areas where sidewalks intersect streets
- Sidewalks, lawns, or grassy areas
- Within 20 feet of a fire hydrant
- Fire lanes marked with a solid red curb or intermittent red markings
- Any other area where signs indicate “NO PARKING” or special parking
Parking across or outside designated lines of parking spaces
Parking in spaces reserved for Motorcycles

2.2 Parking Garage Spaces
- No vehicles in unsafe condition, incapable of being operated shall be parked in the garage facility. This includes, but not limited to flat tires, broken windows, leaking fluids or vehicles without appropriate current registration and identification.
- No storage of vehicles is allowed
- No repairs of vehicles are allowed
- No open flames are allowed within the garage facility
- Motorcycles are not authorized to park in the garage facility
Any vehicles not adhering to the policies above may be towed at the owner’s expense without prior notification.

The speed limit in the parking garage facility is 5 miles per hour.

2.3 Backed-In or Pulled-Through Parking
Vehicles are not to be backed into parking spaces and must be headed into the closed end of the designated parking space.

Persons operating a properly registered mobility lift vehicle may back into a disability parking space to provide access or egress from the vehicle.

2.4 On Street Parallel Parking
Vehicles are not to be parked against the flow of traffic; vehicles must park with their right wheels next to the curb on a two-way street. Every vehicle stopped or parked must have the wheels of the vehicle parallel to within eighteen (18) inches of the curb.

2.5 Motorcycle & Scooter Parking
All motorcycles, motor scooters and mopeds are categorized and referred to as motorcycles. Please refer to the map to see all authorized parking locations for all motorcycles, scooters and mopeds.

- Motorcycles parking on campus are required to have an ETSU motorcycle parking permit
- Motorcycles are not allowed to park within the garage facility
- Motorcycles are required to park in designated motorcycle lots only
- Motorcycles are NOT authorized to park in automobile parking spaces or in fire lanes, disability spaces, loading zones, construction areas, driveways, lawns, sidewalks, or bicycle racks
- Motorcycles may NOT be parked by or chained to utility poles, trees, railings, signposts, meter posts, or any other object
- Motorcycle operators are responsible for requesting a motorcycle pass at the Parking Services office

The online registration website will not allow students and employees to request a motorcycle permit. Parking Services will not mail motorcycle permits to students and employees.

To request your motorcycle permit, please visit our office.

2.6 Veterans Affairs Medical Center Parking
Parking of motor vehicles belonging to employees or students stationed at the Mountain Home Veterans Affairs Medical Center shall be designated by the director of the VA Medical Center. Federal regulations regarding the operation of motor vehicles on federal property are strictly observed. Permits are issued by Veterans Affairs to qualified personnel on a limited basis and enforced 24 hours a day/7 days a week. VA parking permits may be obtained from the VA Hospital Support Building #69. Please call 423-979-3506 if additional information is needed.

All ETSU students and employees stationed at the ETSU VA Campus must have an ETSU parking permit to park in any ETSU parking lots on the VA Campus.

2.7 Center for Physical Activity Parking
CPA patrons that are not affiliated with ETSU must obtain a CPA hang tag at the CPA equipment desk. CPA hang tags allow parking in Lots #38 and #39.

2.8 Loading Zones
Loading zones are limited to 10 and 20 minutes. These zones may be occupied only long enough to conduct the actual loading or unloading. This policy is strictly enforced and citations can be issued every 11 and 21 minutes. These spaces are reserved 24 hours per day.

2.9 Timed Parking
Metered parking in Lot 12A and in a section of Lot 35 has been provided for convenient short-term parking.
access to the Sherrod Library and D.P. Culp University Center. Metered parking is also available on Ross Drive behind Hutcheson Hall to service the west side of campus. The parking meters provide customers with a 60-minute time limit. A citation can be issued to violators every 61 minutes.

Five-minute parking spaces are provided near the Post Office. A citation can be issued to violators every 6 minutes.

2.10 **Buc Ridge Parking**
Students who intend to park a vehicle within these areas are required to have an ETSU parking permit. Guests and visitors must obtain a visitor’s parking permit from the Parking Services office or may request a visitor parking permit in advance via email at parking@etsu.edu or online at https://etsuis.etsu.edu/parking/login. All ETSU parking rules and regulations will be enforced.

2.11 **Availability of Parking Spaces**
Issuance of a parking permit does not guarantee a parking space.

2.12 **Service Vehicle Parking**
Parking designated as “Service Vehicle Only” is provided for official ETSU vehicles and commercial vehicles driven by non-ETSU personnel providing contracted service to the university. Service vehicles may also park in any legitimate parking space. Non-ETSU Service vehicles must obtain a temporary Service Vehicle permit from the Parking Services office.
Service vehicles are not authorized to park as follows:

- Fire lanes
- On a sidewalk
- Impede disability sidewalk access
- Disability spaces

2.13 **Disabled Vehicles**
When a vehicle becomes disabled on campus the owner/driver must notify the Department of Public Safety (423-439-4480) immediately. All information is recorded. Twenty-four (24) hours will be granted to repair or remove the vehicle before citations are issued.

2.14 **Special Event Parking**
Groups scheduling an event on campus, which attracts visitors, especially those utilizing buses, vans, and private automobiles, should notify the Parking Services office via email at least ten (10) business days in advance at parking@etsu.edu in order to secure their assistance in providing proper and safe parking.

The Parking Services office will supply the individuals and/or groups a map of the campus with special instructions regarding parking in designated areas. Organizers of large events should work with the Parking Services office to arrange for traffic control, loading, and unloading of passengers, and parking away from heavily used areas of campus.

2.15 **Multiple Citations**
Parking violators may receive multiple citations for the same violation in the same day.

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**Section 3**

**Operation of Motor Vehicles and Reporting Accidents**

3.1 **Campus Speed Limit**
The speed limit on the general academic campus is 15 miles per hour and 20 miles per hour on the ETSU VA campus, except where posted. Parking garage speed limit is 5 miles per hour. Speed limits are enforced by radar.

3.2 **Traffic Hazards**
Vehicles are not to be operated in any manner that constitutes a traffic hazard or impedes the flow of vehicular or pedestrian traffic.

3.3 **Right-of-Way**
Motorists are to yield the right-of-way to all pedestrians on campus. Pedestrians must use designated crosswalks.

3.4 **Reporting Accidents**
All accidents involving a vehicle must be reported to the Department of Public Safety (423-439-4480). Vehicles are not to be moved until an investigating officer instructs the drivers to do so. Failure to comply with the provisions of this paragraph may result in criminal prosecution.
3.5 Obtaining Copies of Accident Reports
A copy of the accident report is furnished to all involved parties free of charge. The copy may be obtained at the Department of Public Safety, Monday through Friday, 8 a.m. until 4 p.m.

Section 4

Appeal Procedures

4.1 Appeals
Any person who receives a parking/traffic citation may appeal the citation within thirty (30) calendar days of issuance by filing an appeal form online at https://etsuis.etsu.edu/parking/login. If appealing after 30 days, a written explanation for the late appeal must be submitted along with the appeal form. The appeal is forwarded to the Traffic Appeals Court for review. Parking Services will notify the appellants of the Court's decision via email after the Appeals Court hearing.

Citations must be paid in advance in order to clear a registration hold. Appealing the citation will not temporarily clear encumbrances. If citations are altered on appeal, Parking Services will credit the appropriate amount to the appellant's GoldLink account after sending the email notification.

4.2 Revocation of Parking Privileges
Parking privileges may be denied, revoked or suspended for any of the following reasons:
- Sanction imposed by the Office of Student Affairs; or
- Recommendation by the Parking, Traffic, & Security Advisory Committee.

If a person has his/her parking privileges revoked for the remainder of the school year, his/her vehicle may no longer be parked on campus at any time. Revocation of parking privileges will normally be accompanied by a ban from driving his/her vehicle or any other vehicles on campus for the duration of the loss of privilege. If the vehicle is found on campus during the period of revocation, it may be towed at the owner's expense.

4.3 Appeals Court Decisions
All Appeals Court decisions are final and binding.

Section 5

Violation and Fines

All fines are subject to Tennessee Board of Regents approval.

All parking citations must be paid prior to registration. A registration hold will be placed on all student accounts with an outstanding balance.

5.1 Chronic Violators
Chronic violators are defined as those individuals who accumulate 10 or more citations during an academic year (this total of 10 citations can include multiple citations received in one day at a single location). For this purpose, an academic year is defined as September 1 through August 31.

Chronic violators, if found illegally parked, will, in addition to being cited for the original violations, be issued a citation as a chronic violator. The chronic violator citation will carry a fine of $50.00. Persons labeled as chronic violators will retain that designation for the remainder of the academic year.

5.2 Habitual Offenders
Habitual offenders are defined as those individuals who accumulate 20 or more citations during an academic year (this total of 20 citations can include multiple citations received in one day at a single location). For this purpose, an academic year is defined as September 1 through August 31.

Habitual offenders, if found illegally parked, will, in addition to being cited for the original violations and chronic violation, be issued an additional citation as a habitual offender. The habitual offender citation will carry a fine of $50.00. Persons labeled as habitual offenders will retain that designation for the remainder of the academic year.

5.3 Ten Dollar ($10) Fines
A fine of $10 will be imposed for the following violations:
- Improper permit display
- Littering
- Illegally facing wrong direction
- Backed in or pulled through
5.4 Twenty Dollar ($20) Fines
A fine of $20 will be imposed for the following violations:
✓ Not parked in lines
✓ Exceeded time limit

5.5 Thirty-five Dollar ($35) Fines
A fine of $35 will be imposed for the following violation:
✓ Violation of posted speed limit. An additional fine of $4.00 will be assessed for each mile over the posted speed limit.

5.6 Fifty Dollar ($50) Fines
A fine of $50 will be imposed for the following violations:
✓ Parked in a fire lane
✓ Blocking a fire hydrant
✓ Reckless driving. If a person drives a motor vehicle with such a lack of ordinary care as to indicate his conscious indifference to the health and safety of himself or others (TCA 55-10-205)
✓ Chronic violator citation
✓ Habitual offender citation

5.7 Seventy-Five Dollar ($75) Fines
A fine of $75 will be imposed for the following violations:
✓ Parked in a fire lane, second offense
✓ Blocking a fire hydrant, second offense

5.8 One Hundred Dollar ($100) Fines
A fine of $100 will be imposed for the following violation:
✓ Blocking a disability ramp/access

5.9 Two Hundred Dollar ($200) Fines
A fine of $200 will be imposed for the following violation:
✓ Parked in a disability parking space

5.10 Towing Policy
Vehicles may be towed at the owner’s expense and citations may be issued for the following violations:
✓ Blocking a fire hydrant
✓ Blocking the roadway, walkway, driveways or other access ways
✓ Parked in a fire lane
✓ Stolen, abandoned, or unregistered vehicle (no tag, switched tag, etc.) in accordance with TCA 55-16-104
✓ Parked in a disability reserved space
✓ Blocking a disability access ramp
✓ Revocation of parking privileges
✓ Parked in a closed lot or area reserved for a special event
✓ Parked in “Service Vehicle Only” space
✓ Chronic Violator
✓ Habitual Offender

When a vehicle is towed, the owner of the vehicle must obtain information on the fine, tow costs, and location of the vehicle from the Department of Public Safety.

5.11 Pedestrian Safety Policy
The Department of Public Safety wishes to remind students and staff that bicycles, skateboards, scooters, and other similar vehicles or toys that are used on campus sidewalks or public thoroughfares must be operated in such a manner so as not to jeopardize the safety and well-being of pedestrians. The use of bicycles and other specified play vehicles is governed by state law. Violation of applicable statutes constitutes a Class C misdemeanor.

5.12 General Information
East Tennessee State University reserves the right to regulate the use of motor vehicles, including motorcycles, motor scooters, mopeds, and bicycles, on the campus as applicable to Tennessee State Law and the regulations of the university pertaining to motor vehicles. Designated parking is enforced Monday through Friday, 7:30 a.m. to 3:30 p.m. After 3:30 p.m., on weekdays, and during weekends and holidays, students and employees may park in any designated Faculty/Staff or Student parking space. Legal holidays recognized by the university when administrative offices are closed include: New Year’s Day; Martin Luther King, Jr.’s Birthday; Memorial Day; Independence Day; Labor Day; Thanksgiving holidays; and Christmas holidays. All other regulations contained within this brochure are enforced 24 hours a day, seven days a week.

5.13 Parking Citation Photography Policy
✓ ETSU reserves the right to take photographs when issuing a citation to an illegally parked vehicle.
✓ The photographs may only be used for internal research.

Section 6

6.1 Bicycle Safety
Bicycles are an efficient and sustainable way for students, faculty and staff to get around campus. If you are one of the many people who will be riding to and from ETSU, please take a moment to familiarize yourself with the following basic bike safety information. Biker/pedestrian safety has become a priority on our campus due to the increased number of accidents, especially near crosswalks. Citations will be increased for those bicyclists not following laws set down for vehicles.
✓ Bikes are considered a vehicle by law and have the same rights and responsibilities as cars and motorcycles. Follow all rules of the road including signs, signals, speed limits, etc. Always ride with the flow of traffic and keep to the right.
✓ Learn the bike hand signals and use them when making turns.
✓ Pedestrians have the right-of-way. Avoid riding on campus sidewalks when possible and slow to the speed of foot traffic if you must ride on them.
✓ Only park in appropriate locations. Take time to familiarize yourself with bike racks around the buildings you frequent. Never park your bike in a way that blocks any service drive, building entrance, driveway, ramp, or any other passageway to which emergency equipment, wheelchairs, pedestrians, or service equipment may need access.
✓ Wear a helmet.
✓ Be aware of what is around you at all times. Check over your shoulder frequently and avoid wearing headphones while riding.
✓ Know your bike and know how to use it. If you are new to cycling, let the staff at the Yellow Bike Shed help you for FREE. They can help fit you to your bike and show you how to correctly shift and brake.
http://www.etsu.edu/students/campusrec/facilities/bike.aspx
✓ Planning ahead is crucial for bike commuting. Map your route before you ride. Check the weather and pack accordingly.
Parking permits are required for all vehicles and motorcycles on the general academic campus and on the ETSU VA campus. Permits are available at the Parking Services office and online at https://etsuis.etsu.edu/parking/login.

**MOST COMMON VIOLATIONS:**

- **Permit Not Displayed** – The permit must be displayed in the back window behind the driver in the lower left-hand corner. Individuals with tinted windows should select an adhesive permit that sticks on the outside of the back window.

- **Backed In or Pulled Through** – Vehicles are not to be backed into parking spaces and must be headed into the closed end of the designated parking space.

- **Clinic Reserved** – Individuals may only park in Clinic Reserved spaces if he/she is a patient at the appropriate clinic. Patients ticketed while parked in clinic reserved spaces during the time of their appointment may return their ticket to the clinic for validation.

- **Illegally Facing Wrong Direction** – Vehicles are not to be parked on the wrong side of the road with the left wheel against the curb. Instead, vehicles should be parked with the flow of traffic.

- **Faculty/Staff Reserved** – Students are not allowed to park in Faculty/Staff Reserved areas.

**TIPS TO AVOID TRAFFIC:**

- Arrive for class or work early to allow time to find a parking space.

- Use a Carpool Permit offered by the Parking Services office to park in limited, reserved carpool spaces.

- Remember to remove your permit if you trade cars or are in an accident.

- Park in the outer, perimeter lots and ride the BUCSHOT.

For more information about the routes & schedules, please refer to: http://www.johnsoncitytransit.org/campus.html

**IN CASE OF EMERGENCY CALL 911**